Kaltura MediaSpace™
User Manual

Version: 4.5

Kaltura
open source video

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Preface

This preface contains the following topics:

- About this Manual
- Audience
- Document Conventions

About this Manual

This manual describes how to use Kaltura MediaSpace™ Version 4.5.

NOTE: Please refer to the official and latest product release notes for last-minute updates. Technical support may be obtained directly from: Kaltura Support.

Contact Us:

Please send your documentation-related comments and feedback or report mistakes to knowledge@kaltura.com.

We are committed to improving our documentation and your feedback is important to us.

Audience

This manual is intended for Kaltura MediaSpace users.

Document Conventions

Kaltura uses the following admonitions:

- Note
- Workflow

NOTE: Identifies important information that contains helpful suggestions.

Workflow: Provides workflow information.

1. Step 1
2. Step 2

SECTION 1

Kaltura MediaSpace Overview

Kaltura MediaSpace is a fully customizable media destination site for your organization. MediaSpace is an out-of-the-box video-centric site that can serve as a repository for media collections across the organization or a full-featured "internal YouTube."

Depending on your setup, the site can be either public or restricted to authorized end users. In addition, sections of the site may be restricted to members only.

Depending on your role and permissions, you can do the following:

- Browse and search public galleries and channels
- Upload media
- Contribute to galleries and channels
- Access and contribute to members-only channels
- Create playlists
- Create channels
- Comment on media

Logging In

To log in to MediaSpace

The Login window is displayed either when you open MediaSpace or when you click:

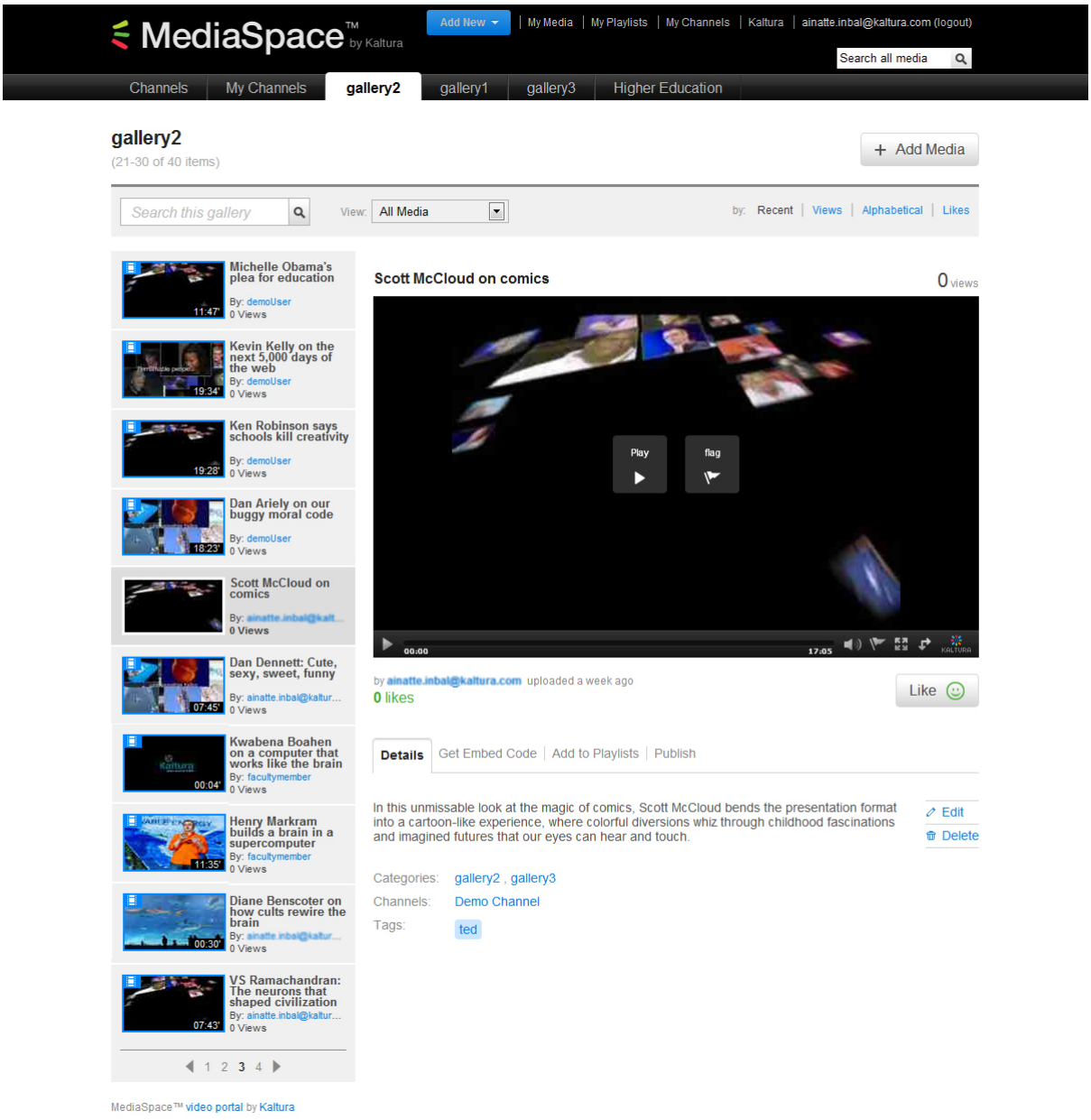
- **My Media**
- **My Playlists**
- **Guest (login)**
- **Channels**
- **My Channels**

In the Login window, enter your username and password.

Understanding Galleries and Channels

You can access MediaSpace media collections in galleries and channels.

A *gallery* is a collection of centrally curated content. You can access galleries next to the media player and from the MediaSpace main menu.



A *channel* is a collection for a subset of users (or all authenticated users). Channel managers and site administrators may give users permission for specific actions. You can access channels from the Channels and My Channels tabs. If the tabs are not displayed, the Channels feature is not enabled on your site. To learn how to use channels, see Creating and Managing a Channel.

SECTION 2

Browsing Media

NOTE: Depending on your MediaSpace role, you may be able to access additional content after you log in. To understand your role, ask your MediaSpace administrator.

You can do the following:

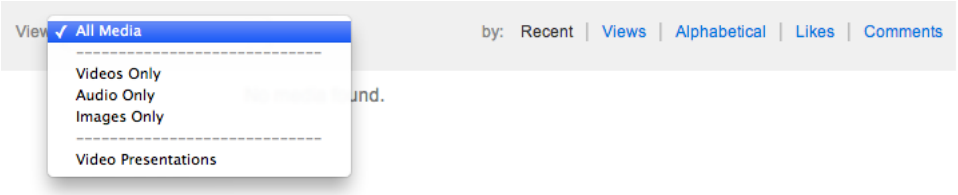
- Filter the content.
- Sort the content.
- Select a video to play.
- View media.
- Report abuse.
- Like media.
- Comment on media.
- Search media and captions.

Displaying and Viewing Content

To filter content

In a media gallery or channel, click the View menu and select one of the following:

- All Media types (videos, audio, and images)
- Video Only
- Audio Only
- Images Only
- Video Presentations Only



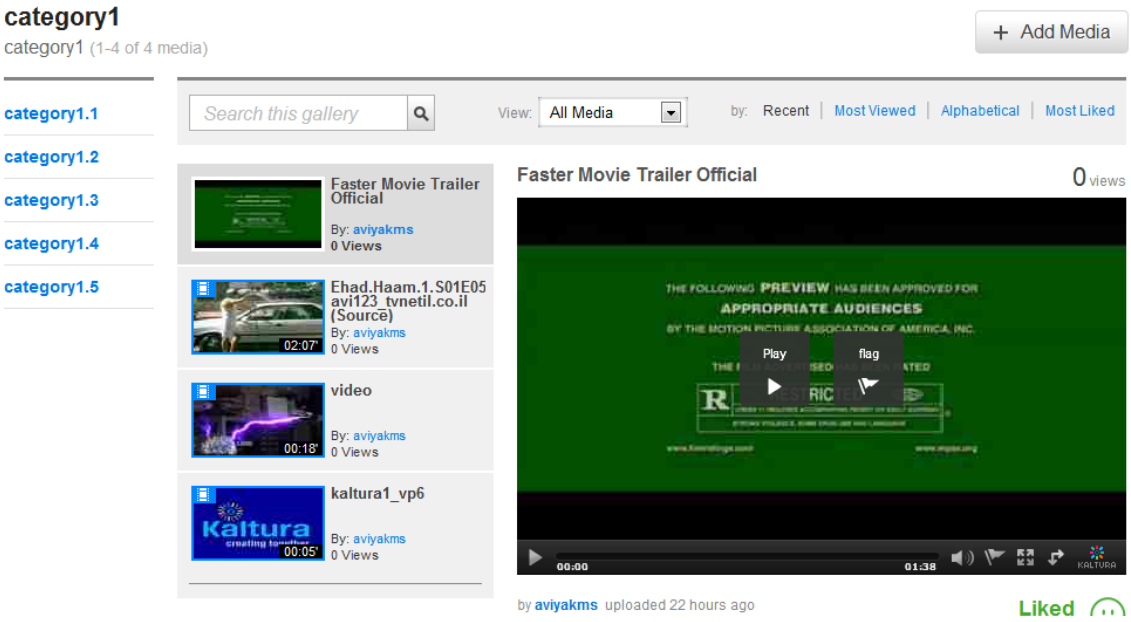
To sort content

In a media gallery or channel, click one of the following:

- Recent
- Views
- Alphabetical
- Likes
- Comments

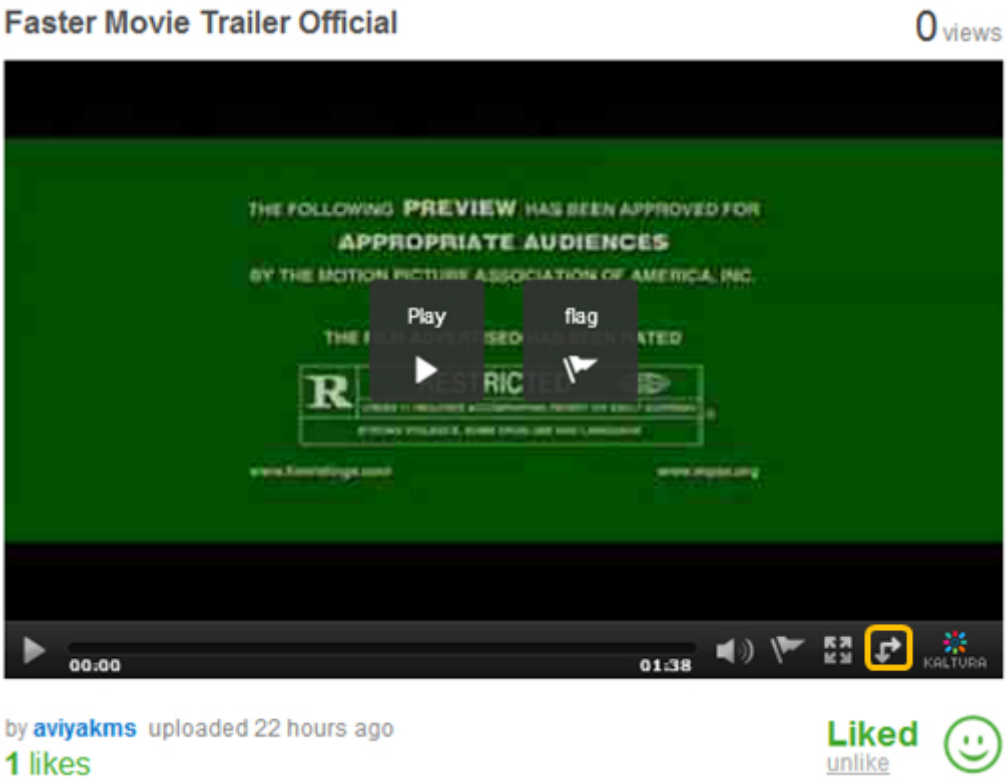
To select a video to play

In a media gallery or channel, click a media thumbnail or title to display the video in the media player.



To view media

Click **Play** in the media player. You can use options such as volume control, caption selection, full screen, and enlarging the player within the MediaSpace window.



Media Player: The Expand Player icon for enlarging the player

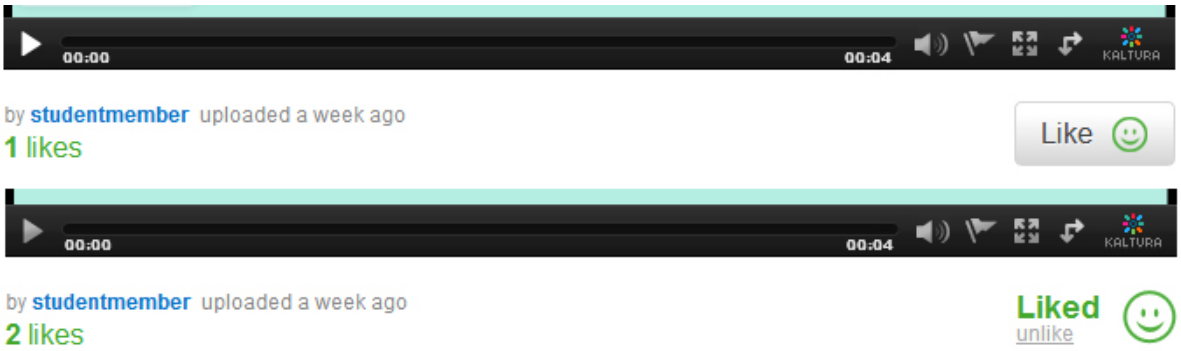
On an iOS device, a built-in iOS media player plays MediaSpace media.

To report abuse (Flag)

1. Click a media thumbnail or title to display the video in the media player.
2. Do one of the following:
   - Click **Flag** on the media player screen.
   - Click the **Flag** icon on the media player controls area.
3. Select the type of abuse.

To Like or Unlike Media

1. Click a media thumbnail or title to display the video in the media player.
2. Click the **Like** button under the media player.



   A *Liked* label and an *unlike* option are displayed.
3. To cancel the Like, click **unlike**.

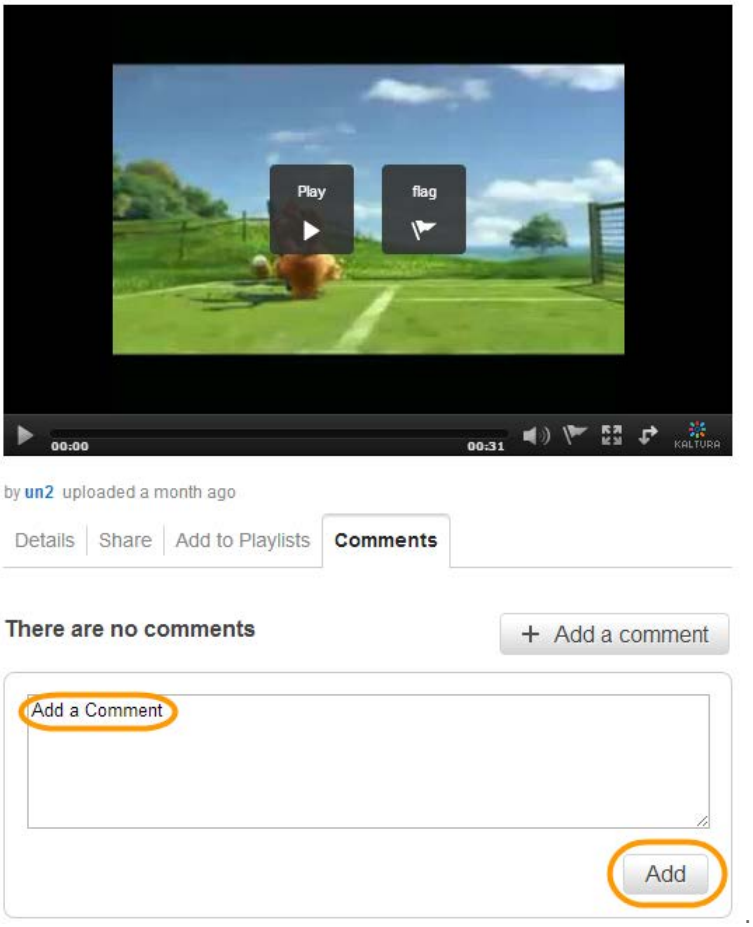
Commenting on Media

You can comment on media, view comments by other users, reply to existing comments, and delete comments and replies.

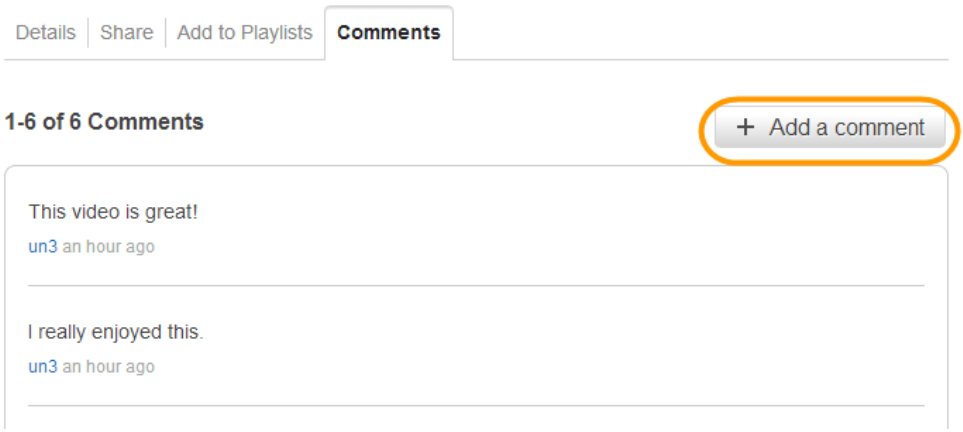
To comment on a media item

1. Click a media thumbnail or title.

2. In the Comments tab under the media player, enter a comment in the Add a Comment field and click **Add**.



Your comment is displayed in the Comments tab.
If the Add a Comment field is not visible, click **Add a comment** to display it.



To display comments

1. Click a media thumbnail or title.
2. If comments were entered, they are displayed in the Comments tab under the media player.
3. When a limited number of comments is displayed, click **Load more comments** to display additional comments.

To reply to a comment

1. Click a media thumbnail or title.
2. In the Comments tab under the media player, hover over a comment and click **Reply**.
3. In the Add a Comment field, enter a reply and click **Add**.
   Your reply is displayed under the comment.

To delete a comment or reply

NOTE: You can delete a comment or reply only in the following cases:

- You added the comment or reply.
- You are the media owner.

1. Click a media thumbnail or title.
2. In the Comments tab under the media player, hover over a comment or reply and click **Delete**.
3. Click **Yes** to confirm the deletion.

NOTE: Deleting a comment also deletes replies to the comment.

Searching Media and Captions

You can search:

- All media based on metadata
- All videos for captions
- A gallery or channel for media based on metadata
- A gallery or channel for captions
- Captions in a single video
- For media associated with a user, tag, or category

Searching All Media

Searching for Media Based on Metadata

To search all media based on metadata

1. On the MediaSpace header, click **Media** next to the search field and enter text (such as a tag or part of a title).

   Media with metadata that includes the text is displayed.
2. Click a media thumbnail or title to display a search result in the media player.
3. To clear the search text, click the clear icon .

Searching Captions

NOTE: Only video items can have captions.

To search all videos for captions

1. On the MediaSpace header, click **Captions** next to the search field and enter text.

   Videos with captions that include the text are displayed.
   For each video, a result is displayed for each point in the video where the caption text appears.
2. In the search results:
   - Click a video name to play the video from the beginning.
   - Click a caption to play the video from the point where the text appears.
3. To clear the search text, click the clear icon .

Searching a Gallery or Channel

Searching for Media Based on Metadata

To search a gallery or channel for media based on metadata

1. On a media gallery or the Channels page, click **Media** above the search field and enter text (such as a tag or part of a title).

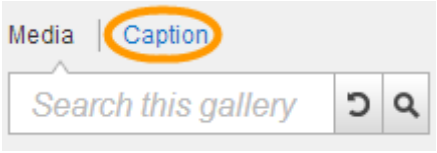
   Media with metadata that includes the text is displayed.
2. Click a media thumbnail or title to display a search result in the media player.
3. To clear the search text, click the clear icon .

Searching Captions

NOTE: Only video items can have captions.

To search a gallery or channel for captions

1. On a media gallery or the Channels page, click **Captions** above the search field and enter text.



   Videos with captions that include the text are displayed.
   For each video, a result is displayed for each point in the video where the caption text appears.
2. In the search results:
   - Click a video name to play the video from the beginning.
   - Click a caption to play the video from the point where the text appears.
3. To clear the search text, click the clear icon .

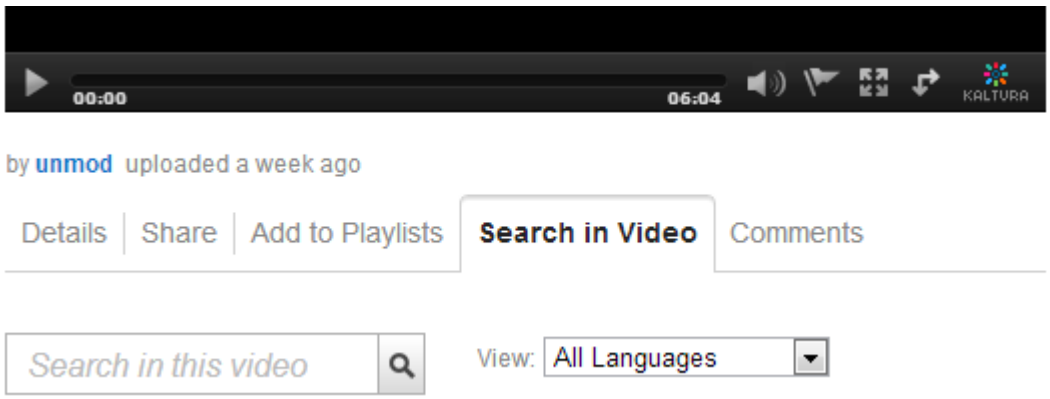
Searching Captions in a Video

NOTE: Only video items can have captions.

To search captions in a single video

1. Click a video thumbnail or title.
2. In the Search in Video tab under the media player, enter text in the search field.

NOTE: A Search in Video tab is displayed only when the video includes captions.



   A result is displayed for each point in the video where the caption text appears.
3. In the results, click a caption to play the video from the point where the text appears.
4. To clear the search text, click the clear icon .

Searching for Media Associated with a User, Tag, or Category

To search for media associated with a user, tag, or category

On a media's Details tab, click the name of a user, tag, or category. For example, click a tag

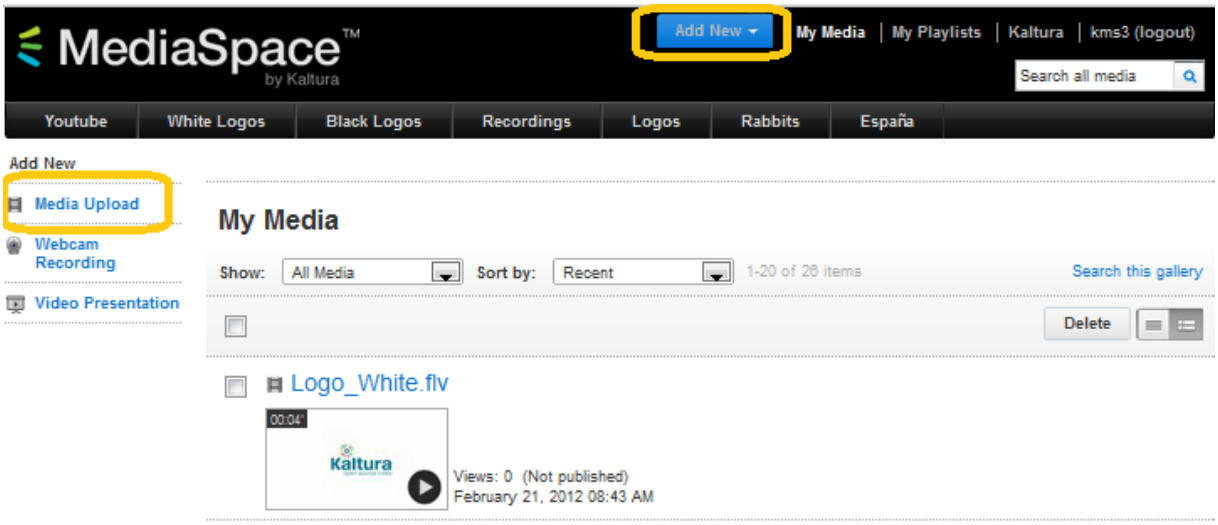
name (such as *sampletag*) to display a gallery of all media with the same tag.

SECTION 3

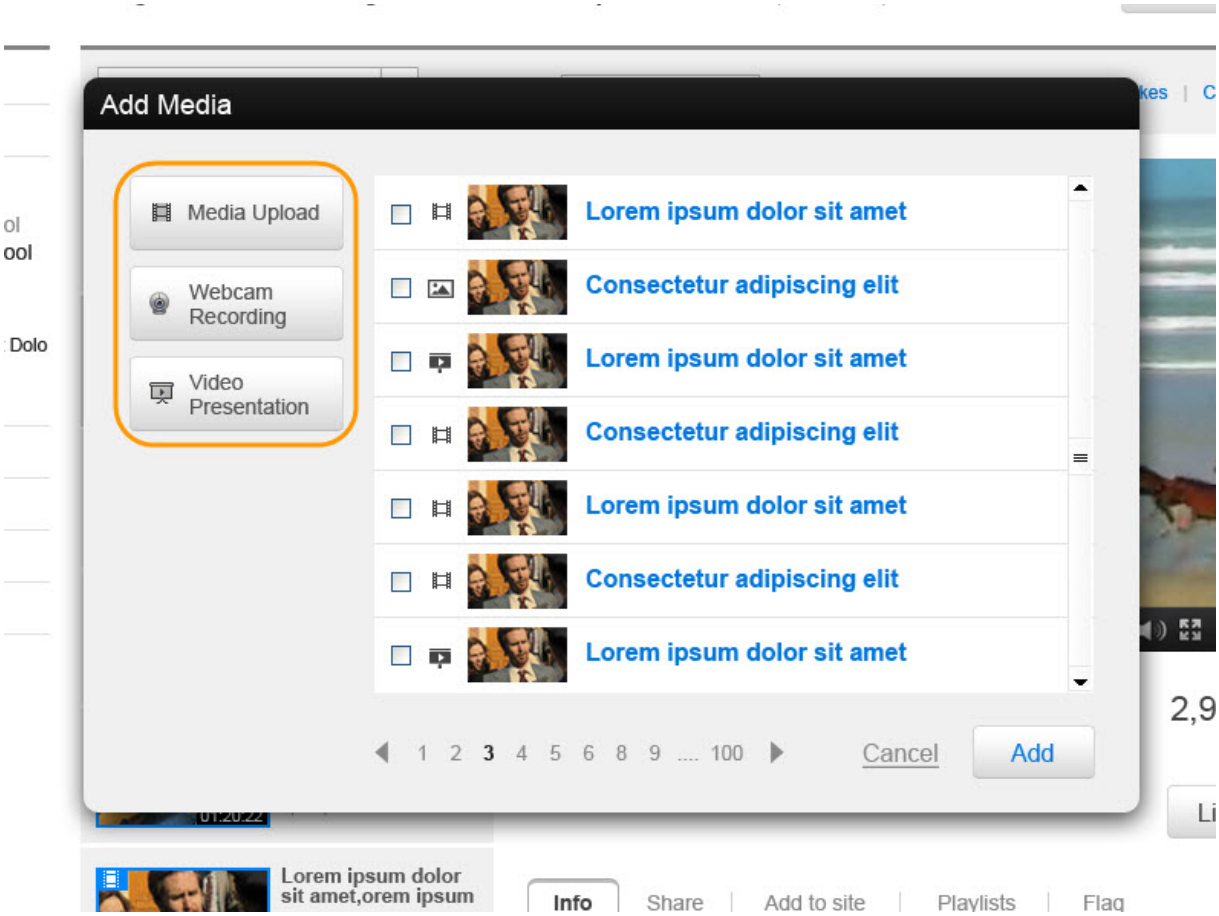
Uploading Media

To upload media

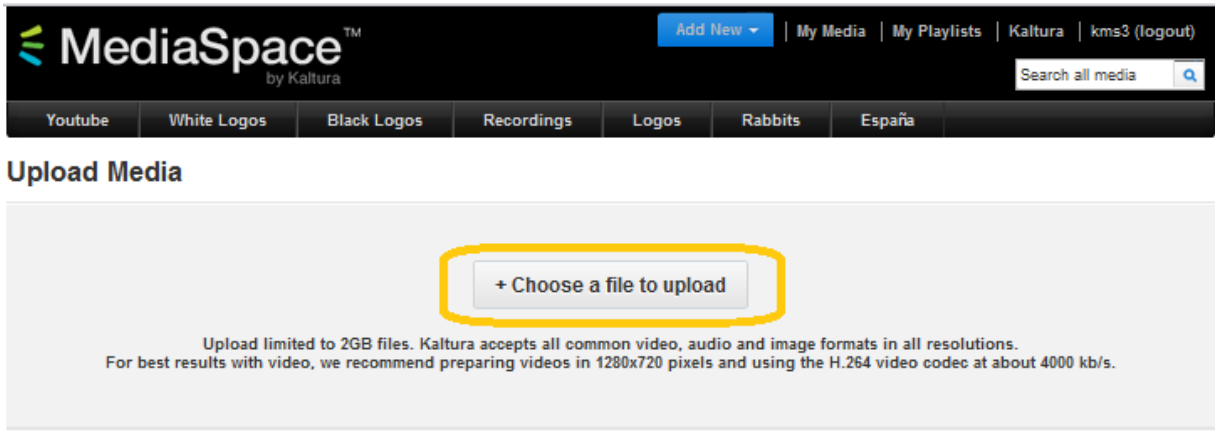
1. Do one of the following:
   - On your My Media page, click **Media Upload**.
   - In the MediaSpace header's Add New menu, select **Media Upload**.



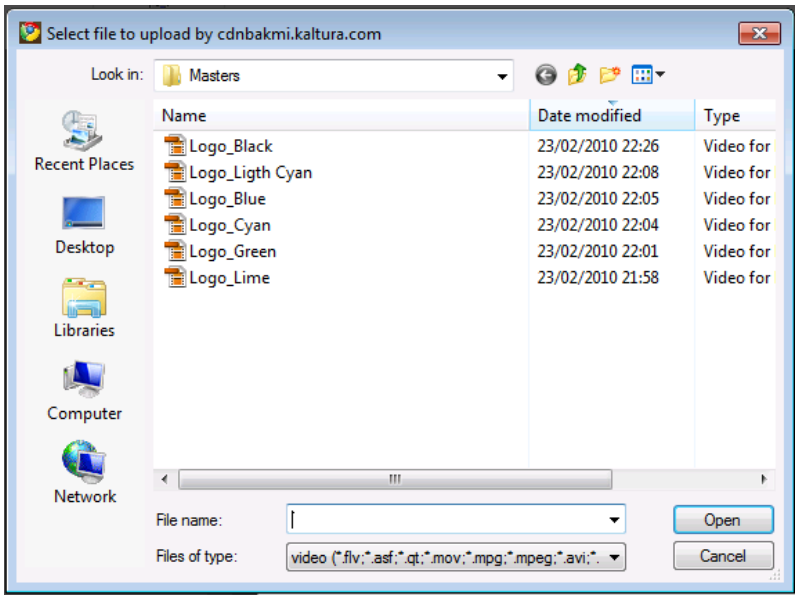
- On a media gallery page, click **Add Media** and then click **Media Upload**.



2. On the Upload Media page, click **Choose a file to upload**.



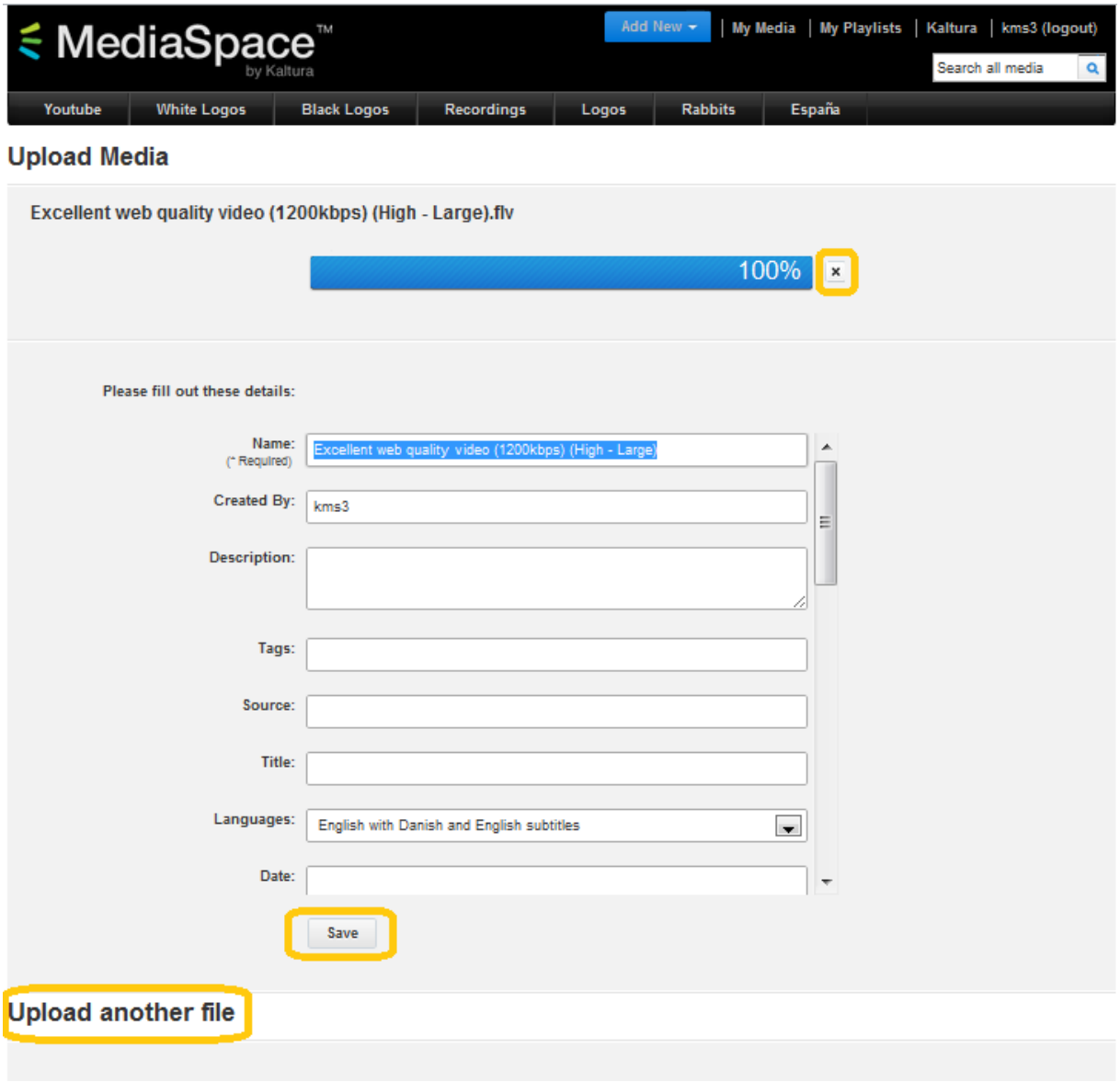
3. In the Select file to upload window, select a media file to upload and click **Open**.



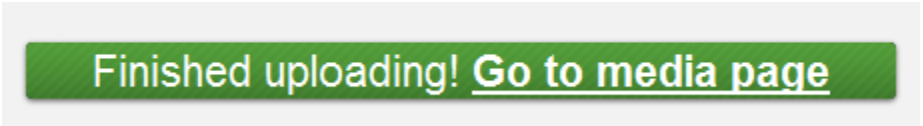
4. While the file is uploading, on the Upload Media page you can:
   - Enter information about the media and click **Save**.

NOTE: If you click **Save** before the file is completely uploaded, the media information is saved after the media is uploaded.

   - Click **x** next to the progress bar to cancel the upload.
   - Under Upload another file, click **Choose another file**.



5. To view the media page when uploading is complete, click **Go to media page** on the Upload Media page.



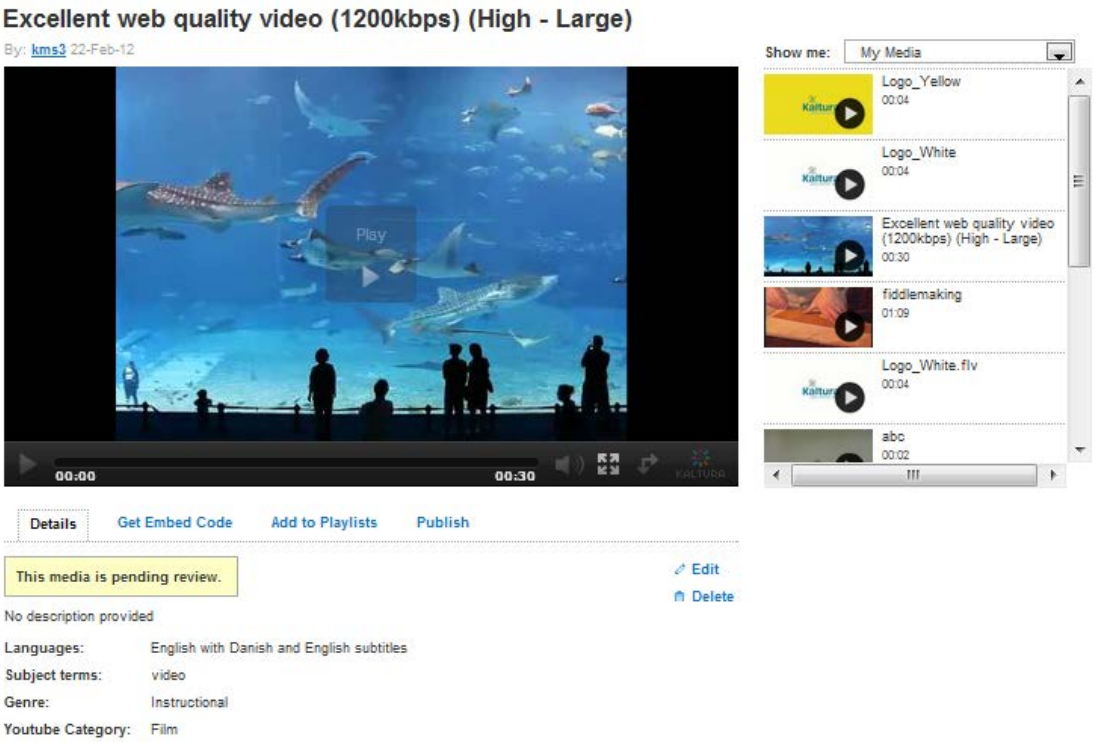
Video after Upload

After a video is uploaded, it is converted for optimal playback. You cannot preview or publish a video

during conversion.

If media is waiting for moderation, you cannot preview or publish it until it is approved.

You can edit media information during conversion and while waiting for moderation.



Media Page: A video that is awaiting moderation

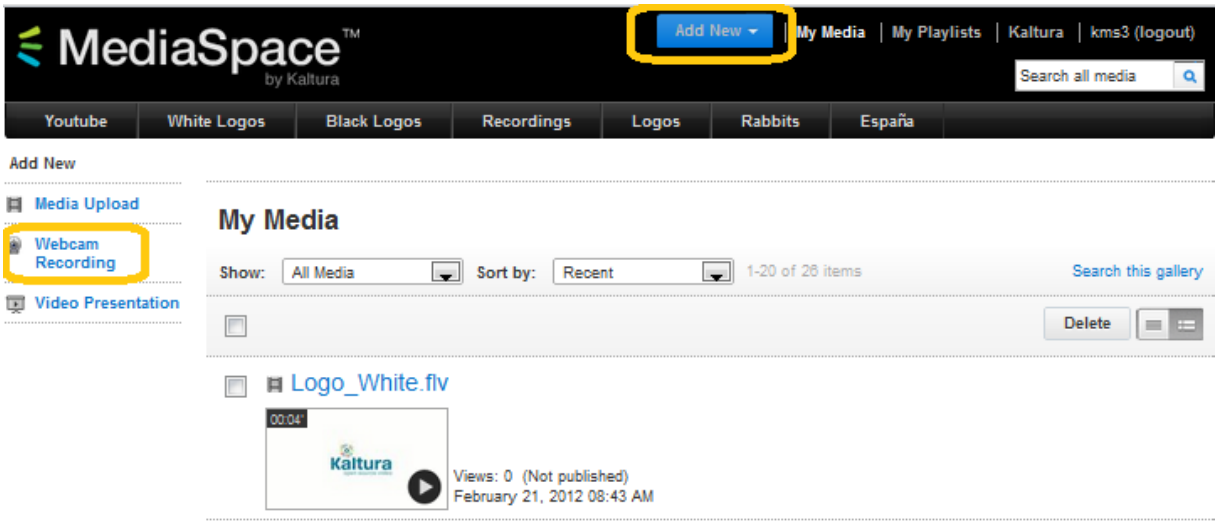
NOTE: Uploaded media also is displayed on your My Media page.

SECTION 4

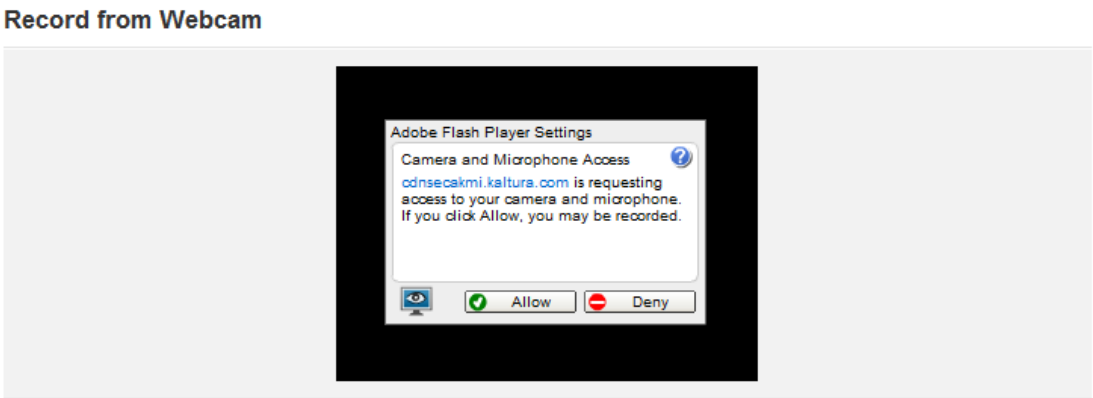
Recording from Webcam

To record from a webcam

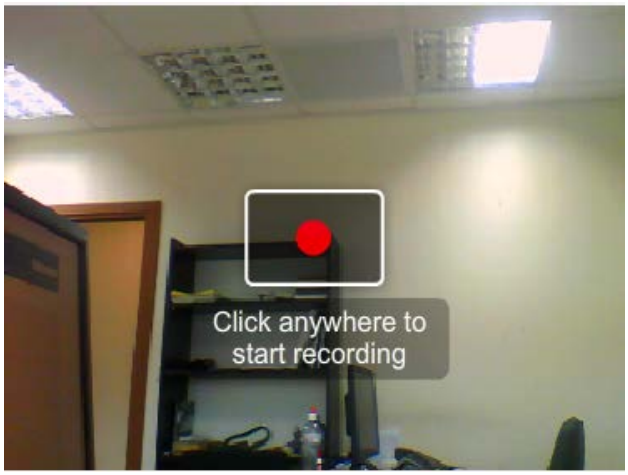
1. Do one of the following:
   - On your My Media page, click **Webcam Recording**.
   - In the MediaSpace header's Add New menu, select **Webcam Recording**.



2. In the Record from Webcam window, click **Allow** if a flash player message is displayed.


Record from Webcam
Adobe Flash Player Settings
Camera and Microphone Access
cdnsecakmi.kaltura.com is requesting access to your camera and microphone.
If you click Allow, you may be recorded.
Allow
Deny

3. In the Record from Webcam window, click anywhere in the recording area to start recording.



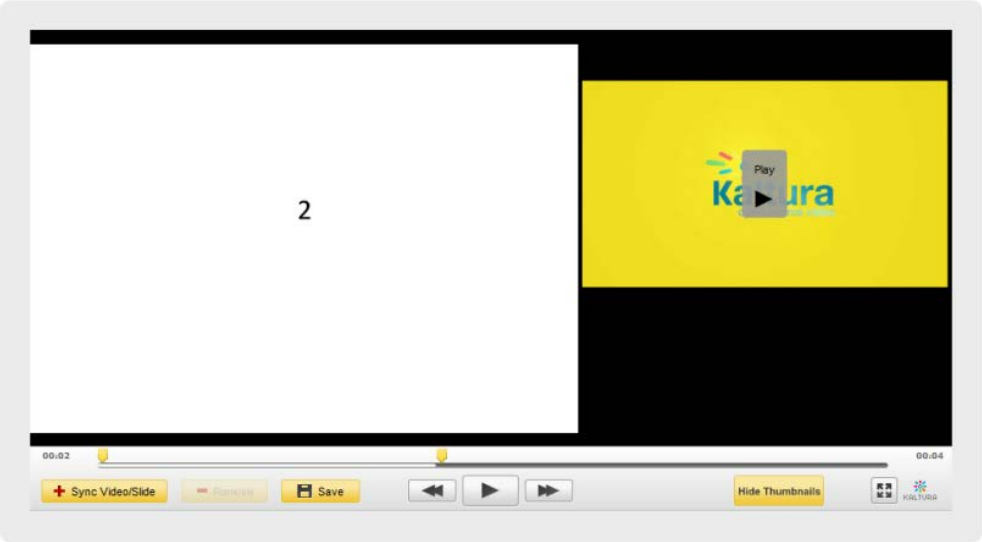
4. In the Record from Webcam window, click anywhere in the recording area to stop recording, and click **Save**.
5. In the Record from Webcam window, enter information about the media and click **Save**.
6. To view the media page after saving the recording, click **Go to media page** in the Record from Webcam window.

NOTE: If media is waiting for moderation, you cannot preview or publish it until it is approved.
You can edit media information while waiting for moderation.

SECTION 5

Creating a Video Presentation

The Kaltura Video Presentation Widget



The Kaltura Video Presentation Widget allows the side-by-side, synchronized display of media and document files to end users. The Video Presentation feature enables content creators to synchronize video and specific slides in a slideshow or document and share the synchronized presentation.

The Video Presentation Workflow

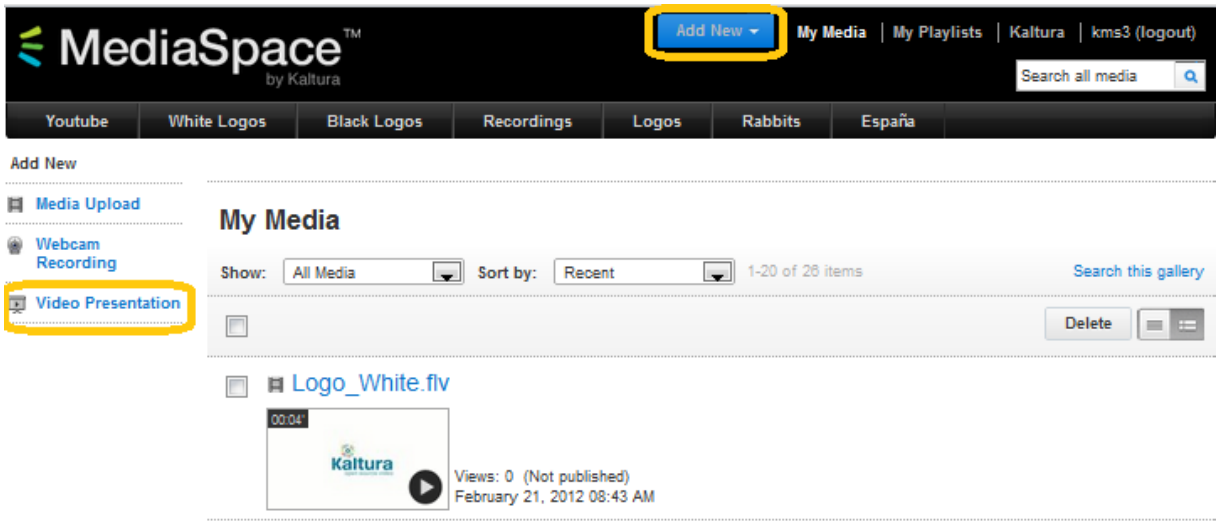
Basic workflow to synchronize the display of media and document files:

1. Select a media file.
2. Select a document file.
3. Add sync points to synchronize the document with the media.

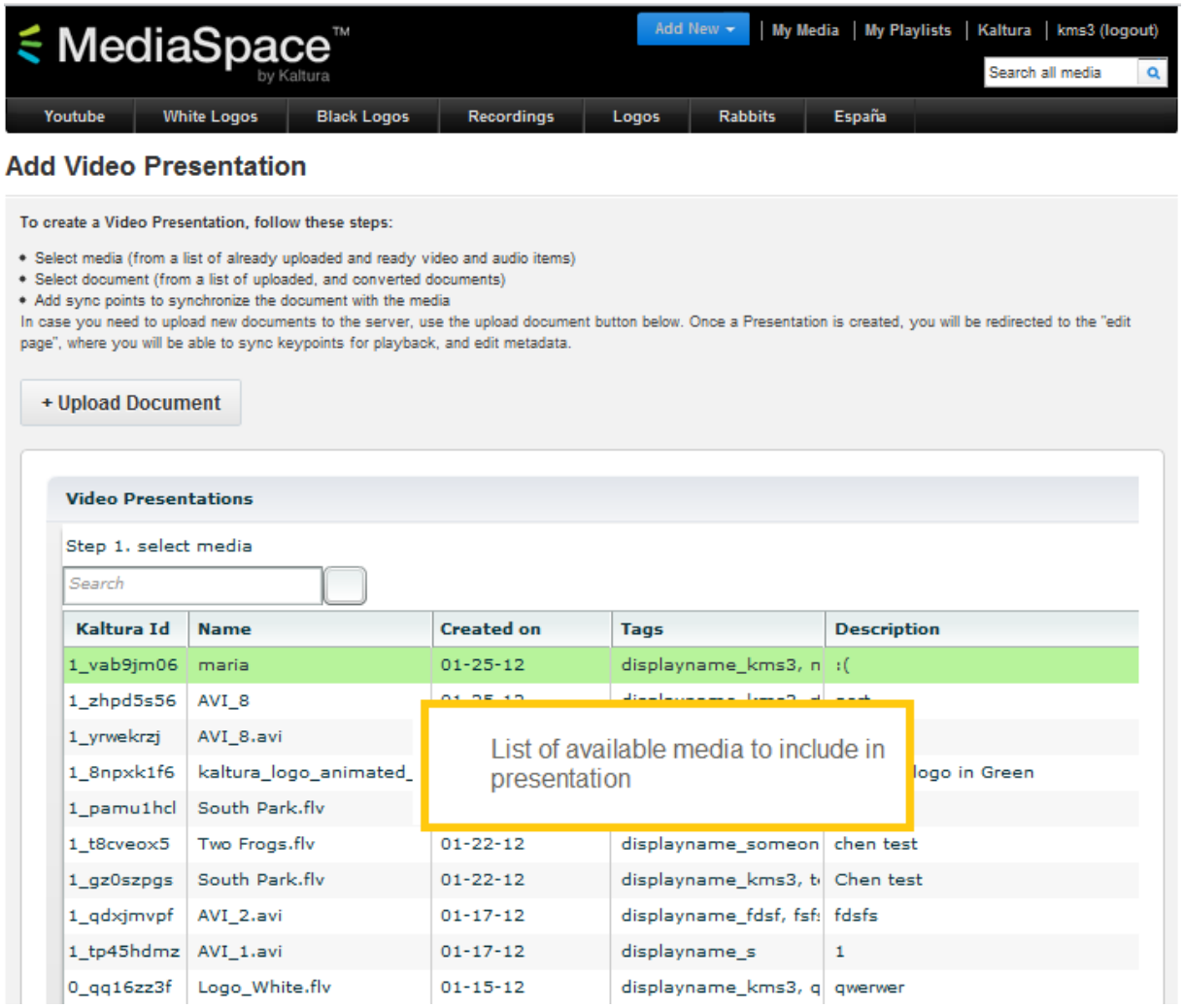
To create a video presentation

Do one of the following:

- On your My Media page, click **Video Presentation**.
- In the MediaSpace header's Add New menu, select **Video Presentation**.

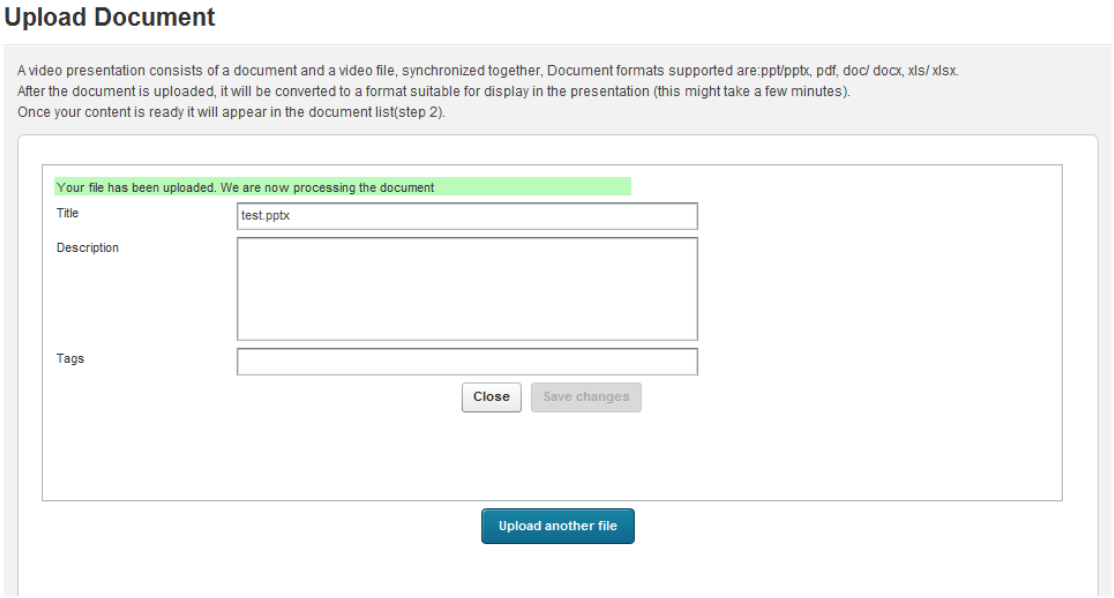


The Add Video Presentation page is displayed.

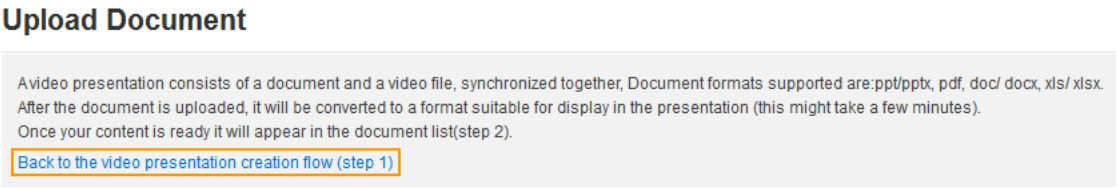


(Optional) To upload a new document

1. On the Add Video Presentation page, click **Upload Document**.
2. In the Upload Document window, click **Browse your desktop**.
3. In the Select file to upload window, select a document or presentation file to upload and click **Open**.
4. In the Upload Document window, enter information about the document and click **Close**.


Upload Document
A video presentation consists of a document and a video file, synchronized together, Document formats supported are:ppt/pptx, pdf, doc/ docx, xls/ xlsx.
After the document is uploaded, it will be converted to a format suitable for display in the presentation (this might take a few minutes).
Once your content is ready it will appear in the document list(step 2).
Your file has been uploaded. We are now processing the document
Title
test.pptx
Description
Tags
Close
Save changes
Upload another file

5. In the Upload Document window, click **Back to the video presentation creation flow (step 1)** to continue creating a video presentation.


Upload Document
A video presentation consists of a document and a video file, synchronized together, Document formats supported are:ppt/pptx, pdf, doc/ docx, xls/ xlsx.
After the document is uploaded, it will be converted to a format suitable for display in the presentation (this might take a few minutes).
Once your content is ready it will appear in the document list(step 2).
Back to the video presentation creation flow (step 1)

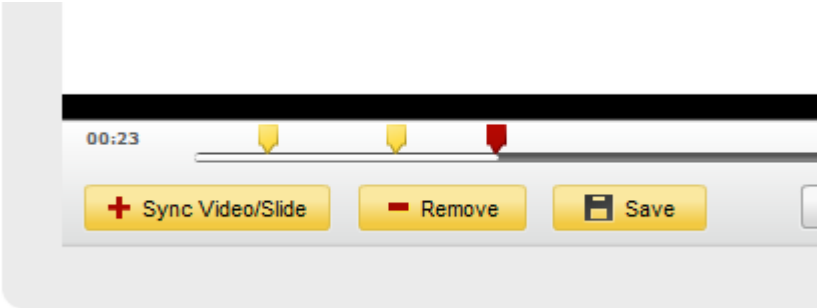
NOTE: After a document is uploaded, it is optimized for display in the presentation. You cannot use a document in a video presentation until optimization is complete.

To select and synchronize files

1. On the Add Video Presentation page, select an item from a list of available video and audio items, and click **Next**.
2. On the Add Video Presentation page, select an item from a list of available documents and presentations, and click **Next** to create the video presentation.

3. In the Edit Media window, synchronize the media and slides.

Sync Playback



Sync Actions

a. To start synchronizing the media with the slides, click **Play** in the media player.

b. When you reach a point that you want to synchronize:

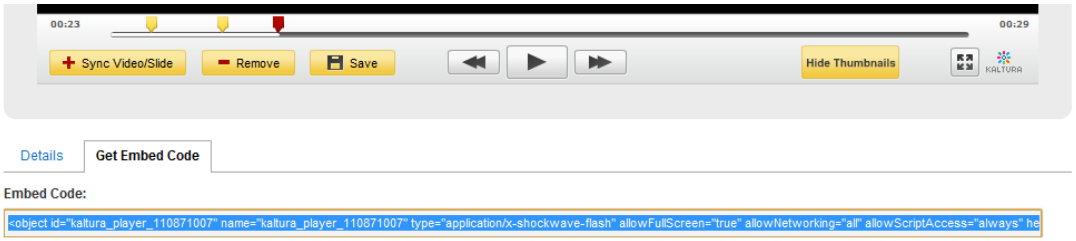
   - Click the player to pause the playback.
   - In the thumbnail carousel, select the slide to synchronize with the point where the playback paused, and click **+ Sync Video/Slide**.

   Click **Play** in the media player to continue synchronizing the playback with the slides. Add and remove sync points as needed, and click **Save**.

4. In the Edit Media window, enter information about the video presentation and click **Save**.

To embed the video presentation on a web site

1. In your video presentation page's Get Embed Code tab, copy the embed code.



Video Presentation Embed Code

2. Paste the embed code on a web site.

SECTION 6

Recording Your Screen

NOTE: If you cannot record your screen, ask your MediaSpace administrator to give you the required permission.

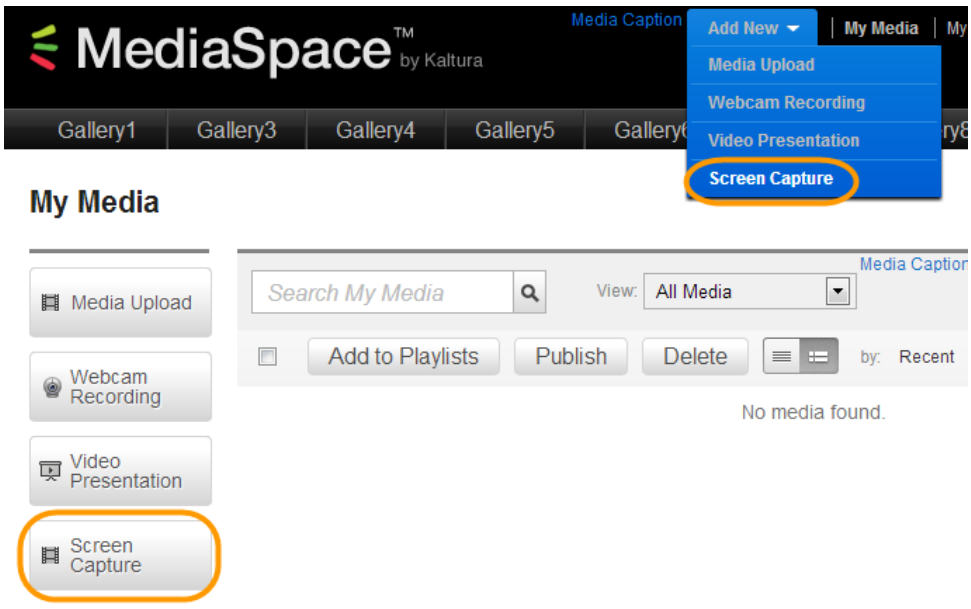
You can record your screen and add the recording to MediaSpace.

Basic workflow to record your screen:

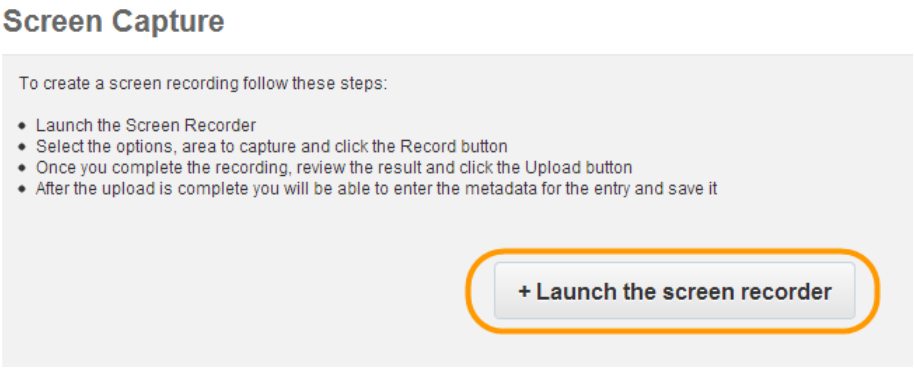
1. Select the Screen Recording option.
2. Launch the Screen Recorder.
3. Select the options and area to capture, and start recording.
4. After recording, review the results and upload to MediaSpace.
5. After uploading, enter metadata.

To record your screen

1. Do one of the following:
   - On your My Media page, click **Screen Capture**.
   - In the MediaSpace header's Add New menu, select **Screen Capture**.

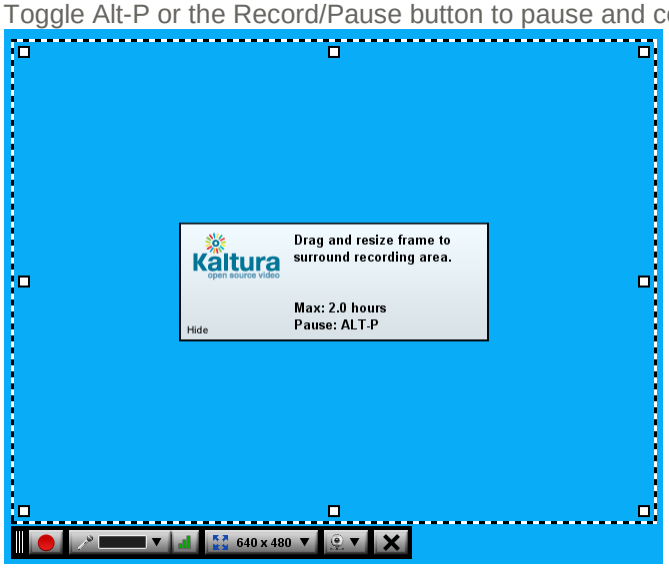


2. In the Screen Capture window, click **Launch the screen recorder**.

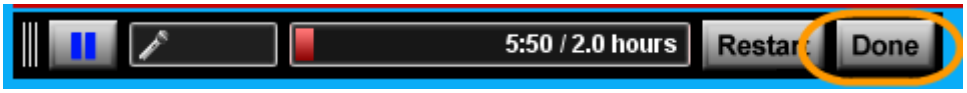

Screen Capture
To create a screen recording follow these steps:
Launch the Screen Recorder
Select the options, area to capture and click the Record button
Once you complete the recording, review the result and click the Upload button
After the upload is complete you will be able to enter the metadata for the entry and save it
+ Launch the screen recorder

3. In the Screen Recorder, follow the instructions to record your screen:
   a. Drag and resize the frame to define the screen area to record and enter Alt-P or click the Record button to begin recording.

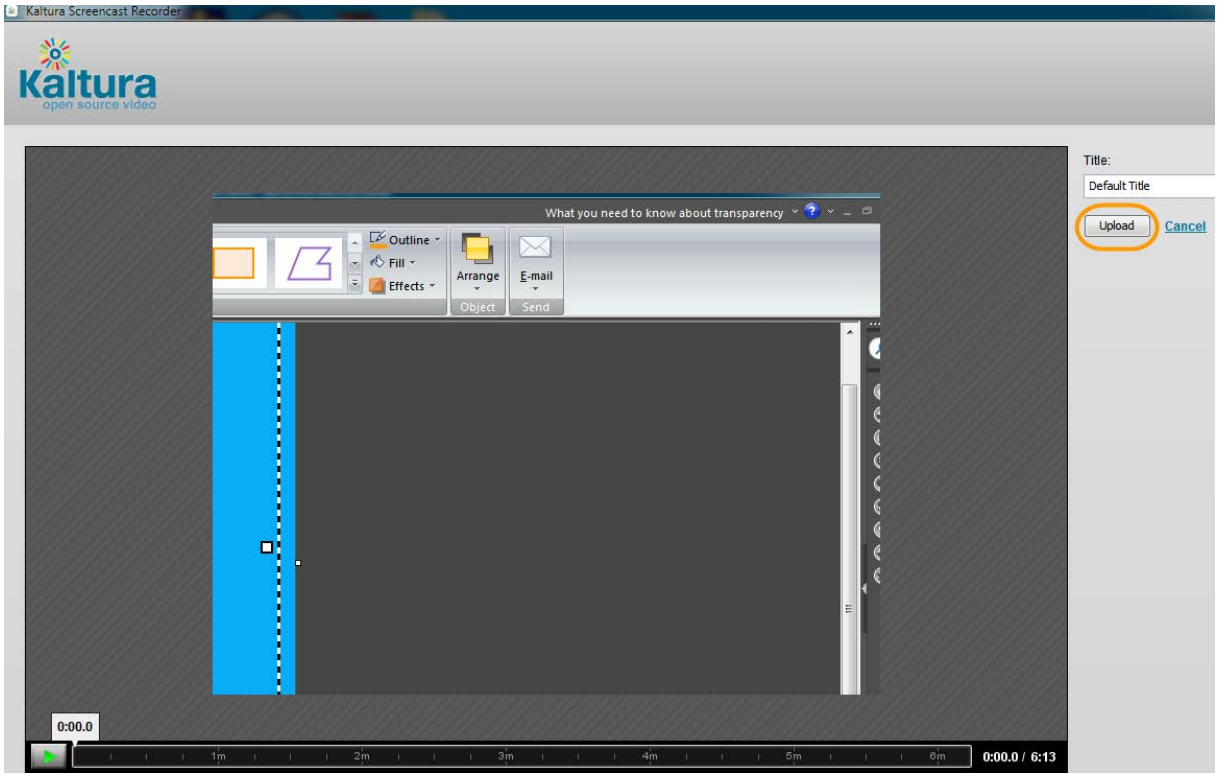
      Toggle Alt-P or the Record/Pause button to pause and continue recording.



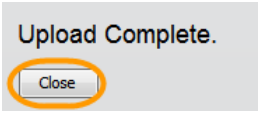
   b. Click **Done** to finish recording.



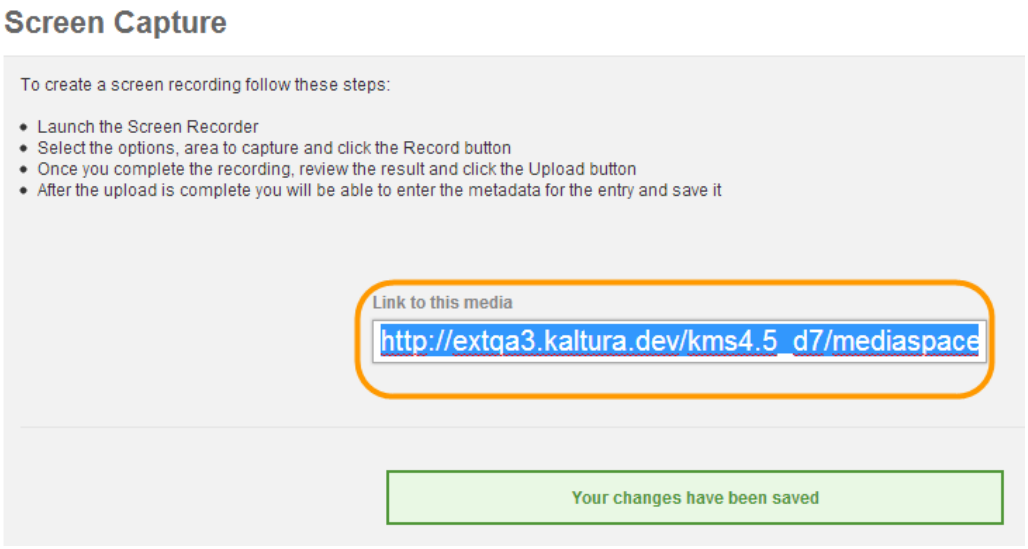
c. Review your recording and click **Upload**.



d. When the upload is complete, click **Close**.



4. In the Screen Capture window, enter information about the recording and click **Save**. A link to the media is displayed.


Screen Capture
To create a screen recording follow these steps:
Launch the Screen Recorder
Select the options, area to capture and click the Record button
Once you complete the recording, review the result and click the Upload button
After the upload is complete you will be able to enter the metadata for the entry and save it
Link to this media
http://extqa3.kaltura.dev/kms4.5_d7/mediaspace
Your changes have been saved

SECTION 7

Managing Your Media

NOTE: If you cannot access your My Media page content or actions, ask your MediaSpace administrator to give you the required permission.

Your My Media page lists previously uploaded media. When you open a media page, you can:

Edit metadata or delete media.

Select a thumbnail.

Upload and manage captions.

Publish a media item.

Publish multiple media items.

Make media private.

Add media to playlists or remove media from a playlist.

Manage playlists.

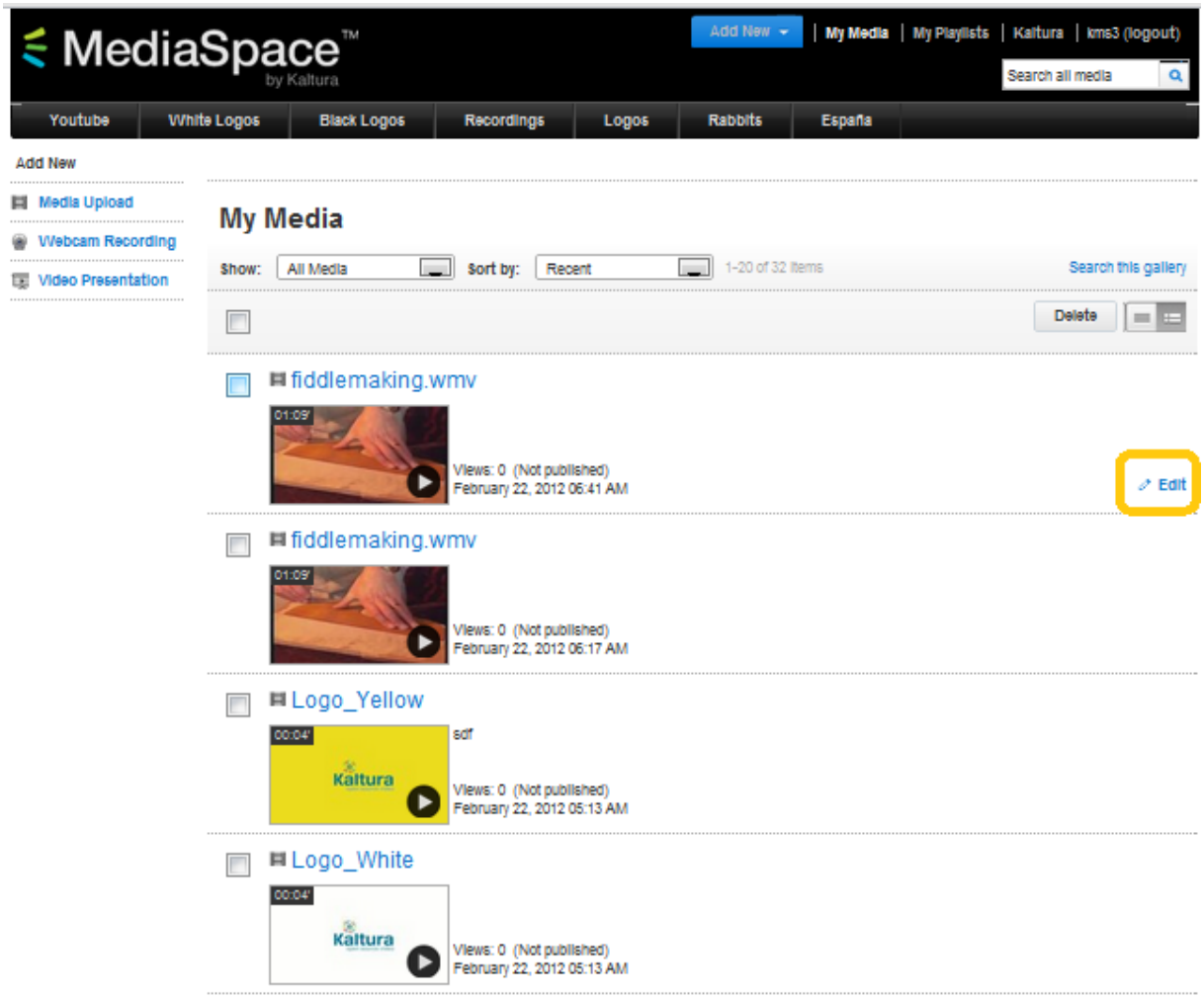
Share media.

Disable or close comments.

Editing Media

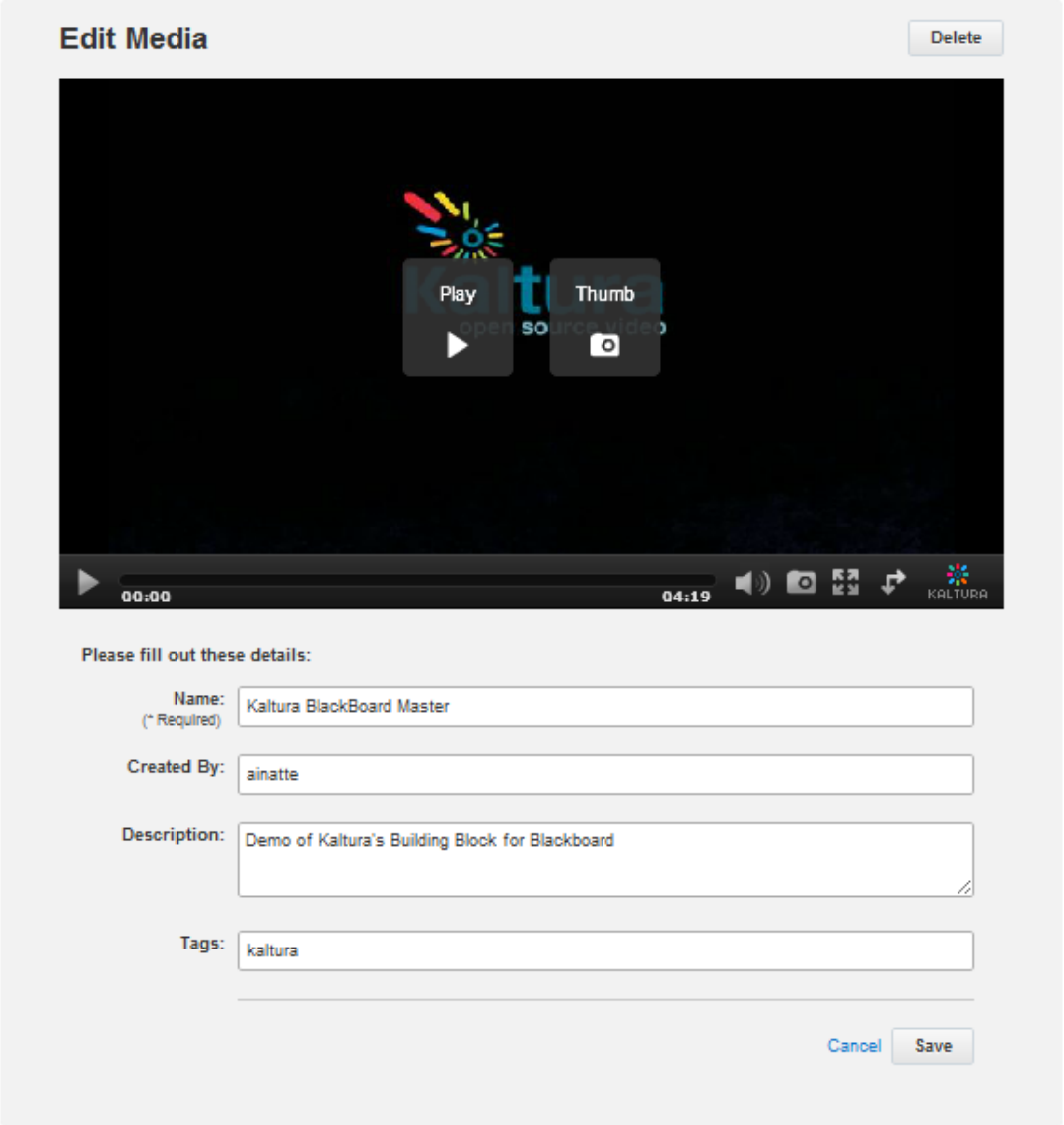
To edit media

1. Do one of the following:
   - On your My Media page, hover over the right side of a media entry to display the Edit button and click **Edit** for the media you want to edit.



   - On your My Media page, click the thumbnail or title of the media you want to edit. In the media page's Details tab, click **Edit**.

The Edit Media window opens.



2. In the Edit Media window, you can:
   - Edit information about the media.
   - Delete the media.
   - Select a frame to use as the media thumbnail, such as when the media is included in a gallery or channel.

To select a frame as a thumbnail

1. In the Edit Media window, click **Play** in the media player.
2. Pause the player at the frame that you want to use as a thumbnail.
3. Click **Thumb** or the camera icon to use the current frame as the thumbnail.

Edit Media: Camera icon for capturing the current frame as the video thumbnail

Uploading and Managing Captions

You can upload caption files for your media items and manage the captions. Users can search the caption texts.

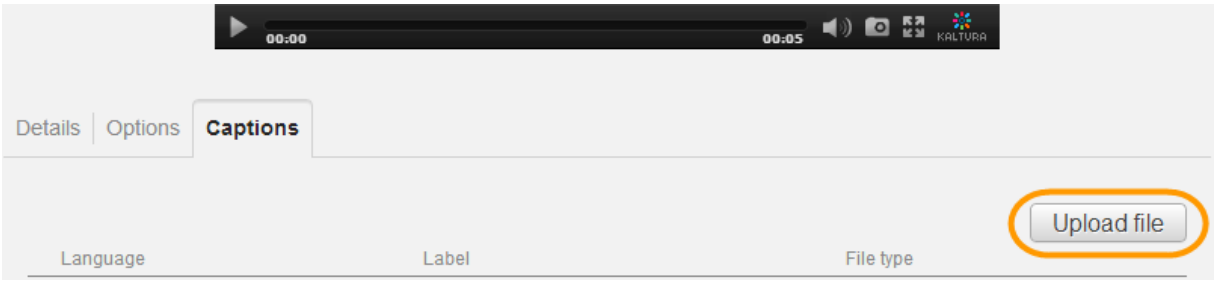
NOTE: Only video items can have captions.

Uploading Captions

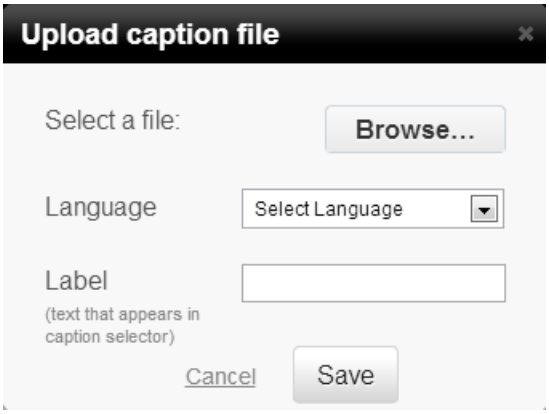
To upload captions

1. Do one of the following on your My Media page:
   - Hover over the right side of a video entry to display the Edit button and click **Edit**.
   - Click the thumbnail or title of a video entry to open the video page.

     In the video page's Details tab, click **Edit**.
2. Open the Captions tab and click **Upload file**.



3. In the Upload Caption File window:



   a. Click **Browse** and select an SRT or DFXP caption file.

      You can click **Change** to change the file you selected.

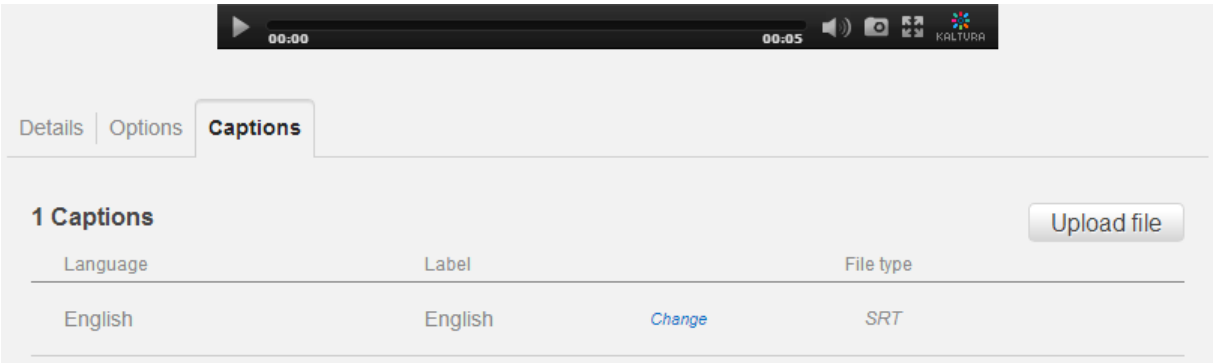
   b. Select the caption language.

   c. Enter a label to display for the file in the caption selector.

      The caption selector displays caption options in the media player.

d. Click **Save** to upload the file.

The file is added to a table on the media page's Captions tab.



NOTE: To upload another file, click **Upload file** again and repeat step 3.

Managing Captions

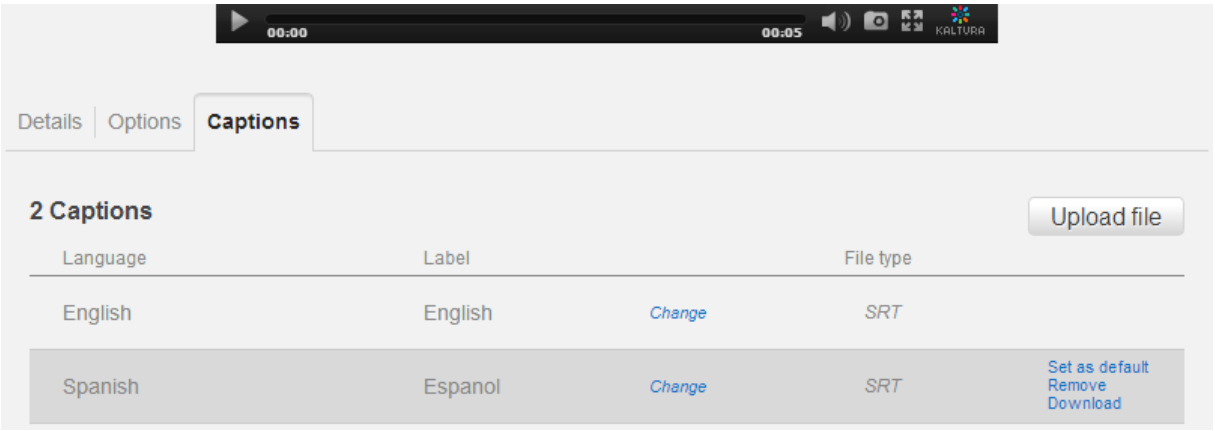
After you upload captions for a video, in the caption table you can:

Modify the caption language or label.

Change the default caption file.

Delete a caption file.

Download a caption file.



To modify the language or the caption selector label

1. Do one of the following on your My Media page:
   - Hover over the right side of a video entry to display the Edit button and click **Edit**.
   - Click the thumbnail or title of a video entry to open the video page.
     In the video page's Details tab, click **Edit**.
2. Open the Captions tab to display the caption table.
3. In the caption table, click **Change** and do the following:
   - To change the language, select a new language in the Language column.
   - To change the label, enter new text in the Label column.
4. Click **Done** to update the values.

To change the caption file used by default in the media player

1. Do one of the following on your My Media page:
   - Hover over the right side of a video entry to display the Edit button and click **Edit**.
   - Click the thumbnail or title of a video entry to open the video page.

     In the video page's Details tab, click **Edit**.
2. Open the Captions tab to display the caption table.
3. In the caption table, hover in the right column of a caption row to display actions and click **Set as default**.

To delete a caption file

1. Do one of the following on your My Media page:
   - Hover over the right side of a video entry to display the Edit button and click **Edit**.
   - Click the thumbnail or title of a video entry to open the video page.

     In the video page's Details tab, click **Edit**.
2. Open the Captions tab to display the caption table.
3. In the caption table, hover in the right column of a caption row to display actions and click **Remove**.
4. In the Confirm Remove window, click **Yes** to remove the caption file.

To download a caption file

1. Do one of the following on your My Media page:
   - Hover over the right side of a video entry to display the Edit button and click **Edit**.
   - Click the thumbnail or title of a video entry to open the video page.

     In the video page's Details tab, click **Edit**.
2. Open the Captions tab to display the caption table.
3. In the caption table, hover in the right column of a caption row to display actions and click **Download**.

   The file is downloaded.

Publishing Media

By default, media that you upload is private. You can access private media on your My Media page. On your My Media page, you can grab the embed code of private media or publish it to make it public in MediaSpace.

Publishing media makes the media publicly accessible to MediaSpace users. You can publish media:

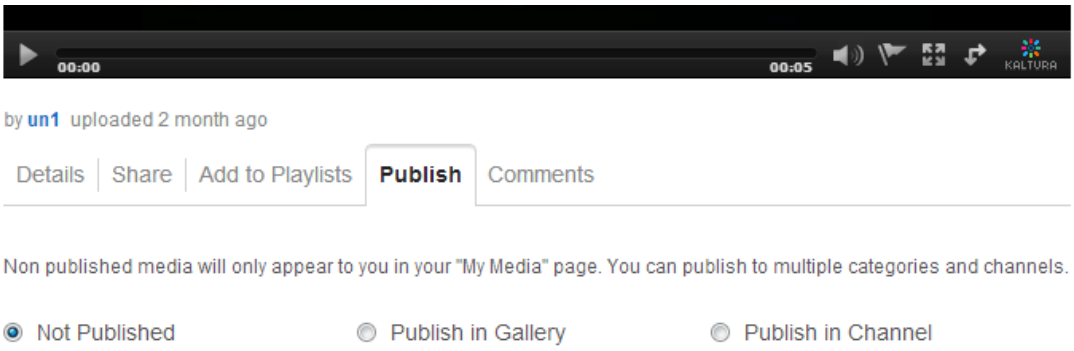
- In multiple categories
- Only when file conversion is complete and the media is not waiting for moderation

NOTE: If you cannot publish media, ask your MediaSpace administrator to give you the required permission.

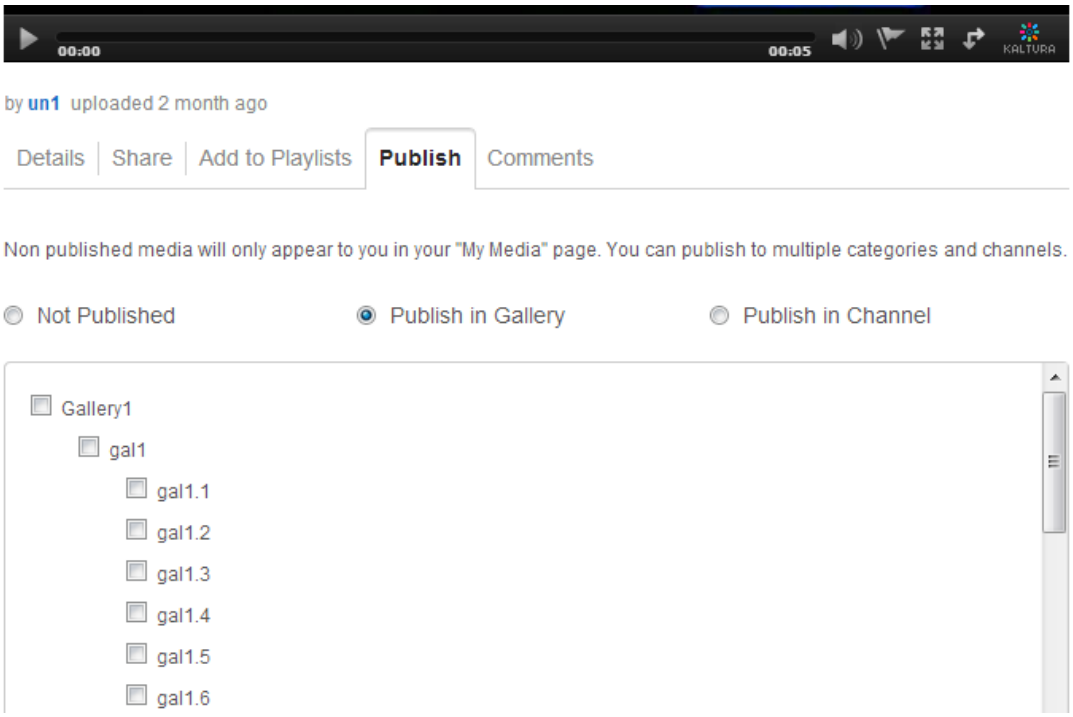
To publish a media item

1. On your My Media page, click the thumbnail or title of the media you want to publish.
2. Open the Publish tab under the media player.

By default, uploaded media is not published.

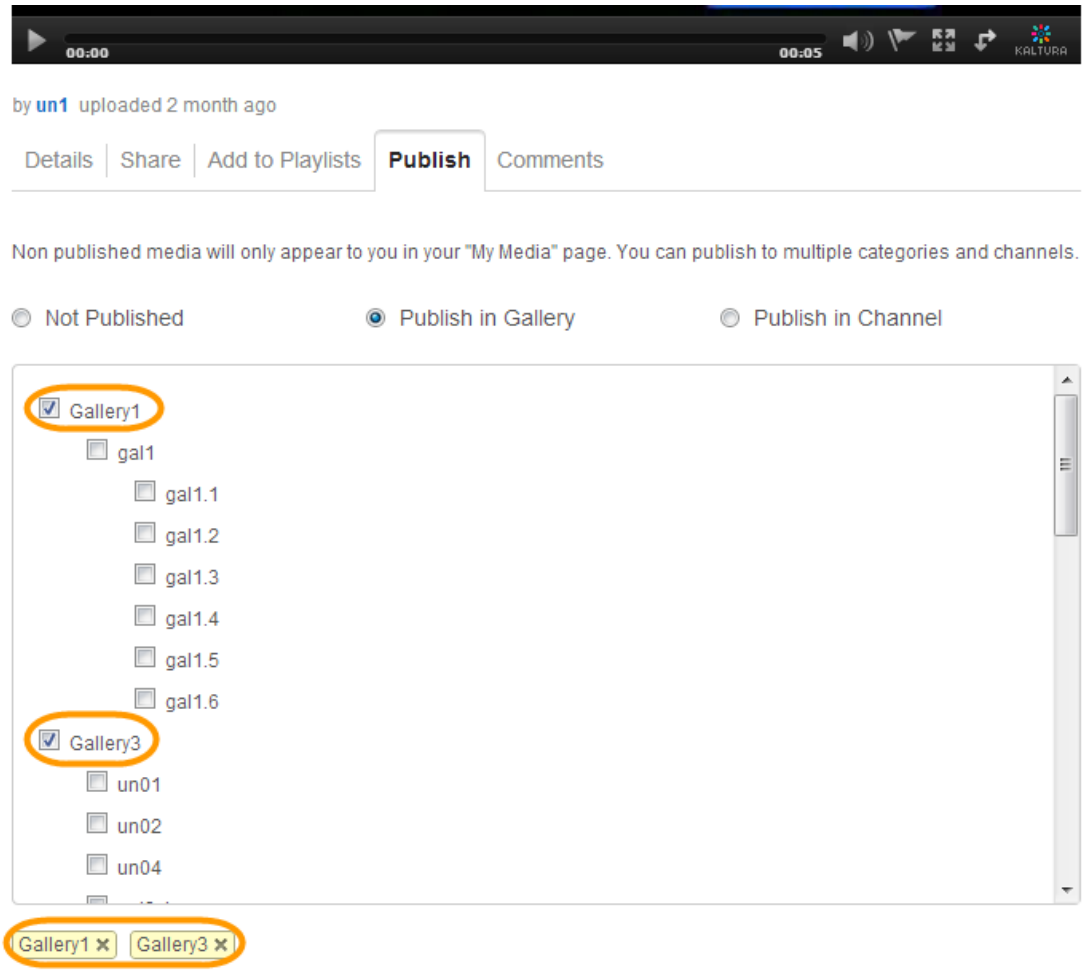


3. Do one of the following:
   - Select **Publish in Gallery** to display the list of galleries.
   - (If you have permission to contribute to one or more channels) Select **Publish in Channel** to display the list of channels.



4. Select one or more galleries or channels.

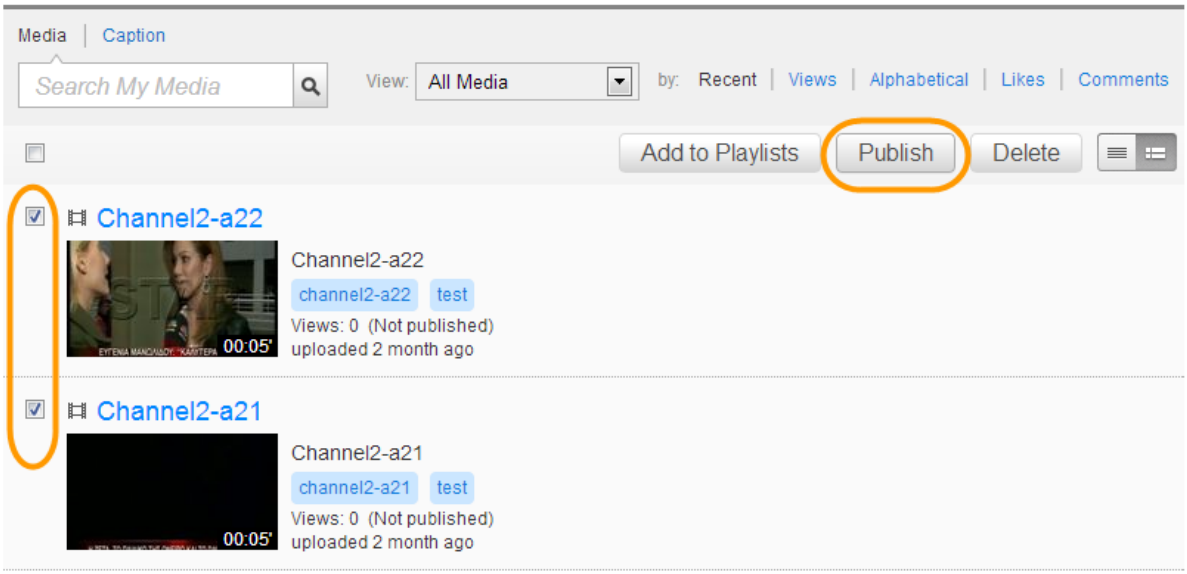
A tag is displayed for each selection.



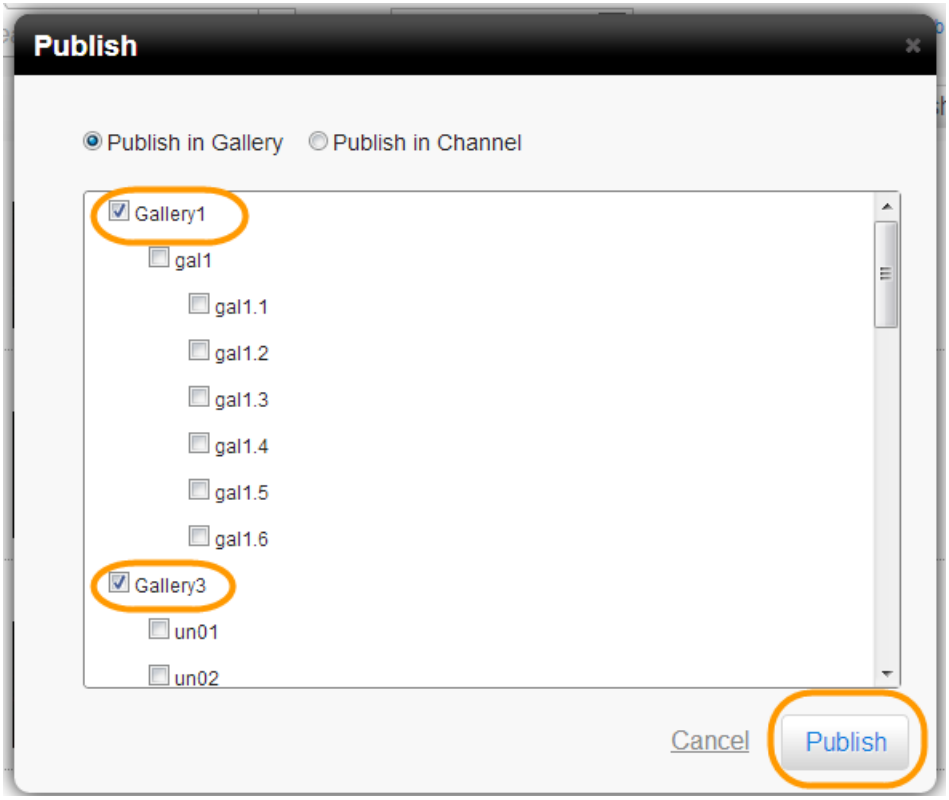
To remove the published media from a gallery or channel, clear the checkmark or click **x** in the tab.

To publish multiple media items

1. On your My Media page, select one or more media items, and click **Publish**.



2. In the Publish window, do one of the following:
   - Select **Publish in Gallery** to display the list of galleries.
   - (If you have permission to contribute to one or more channels) Select **Publish in Channel** to display the list of channels.
3. In the Publish window, select one or more galleries or channels and click **Publish**.



To make media private

1. Click the thumbnail or title of the published media that you want to make private.
2. Open the Publish tab under the media player and select **Not Published**.
3. In the Confirm Unpublishing window, click **Confirm** to unpublish the media.
   Private media is accessible only on the media owner's My Media page.

Adding Media to Playlists

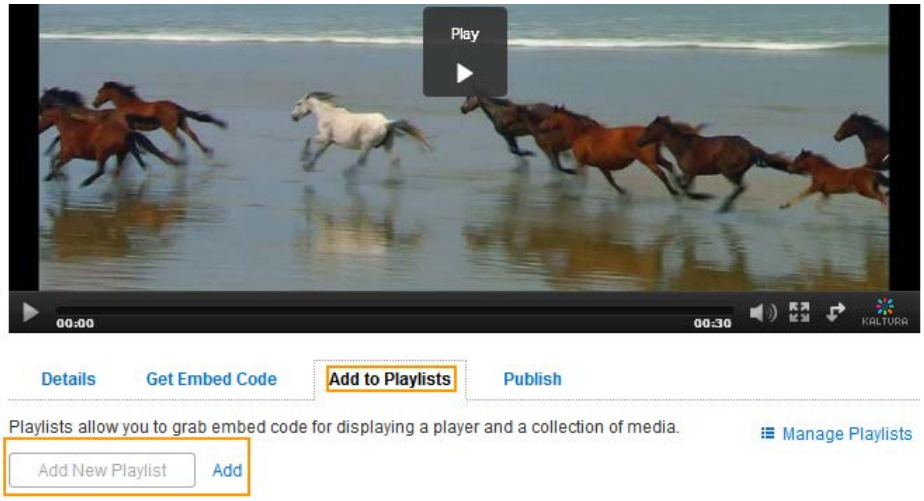
You can create playlists and associate media with the playlists.

To create a playlist

NOTE: If you cannot create a playlist, ask your MediaSpace administrator to give you the required permission.

1. Click a media thumbnail or title.

2. In the Add to Playlists tab under the media player, enter a descriptive name in the Add New Playlist field, and click **Add**.

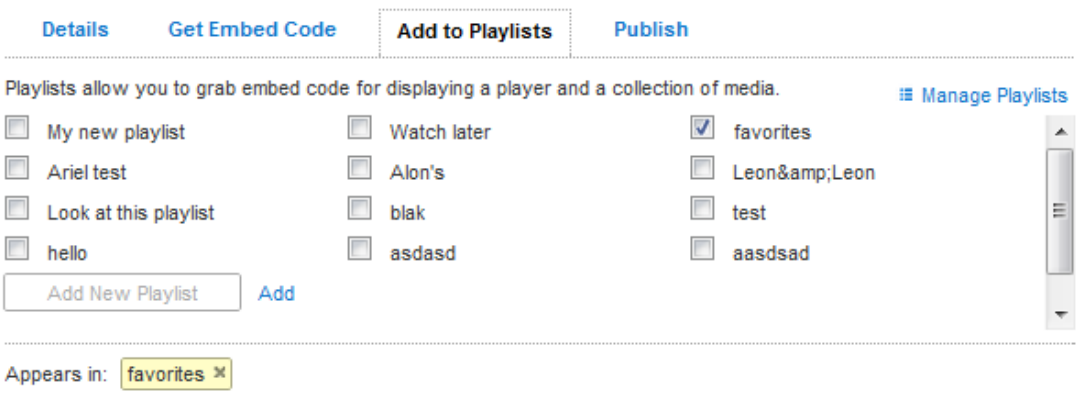


The media is added to the new playlist.

To add media to playlists (from a specific media page)

1. Click a media thumbnail or title.
2. In the Add to Playlists tab under the media player, select one or more playlists.

   The selected playlist name is displayed in the *Appears in* field.
   You also can add a new playlist.



To add media to playlists (from your My Media page)

NOTE: On your My Media page, you cannot create a new playlist or remove media from playlists.

1. On your My Media page, select one or more media items, and click **Add to Playlists**.
2. In the Add to Playlist window, select one or more playlists, and click **Add**.

To remove media from a playlist

1. Click a media thumbnail or title.
2. In the Add to Playlists tab under the media player, do one of the following:
   - Clear a selected playlist.
   - In the *Appears in* field, click **x** next to a playlist name.

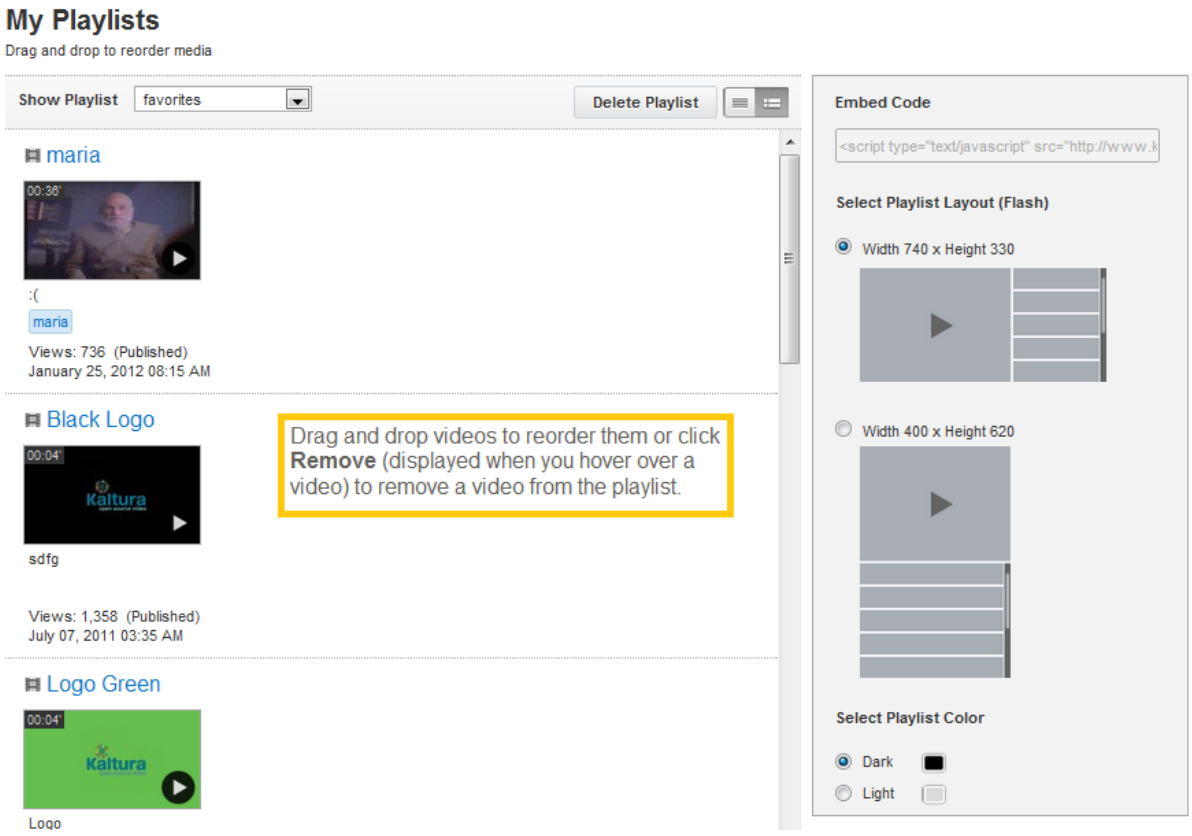
Managing Playlists

After you create a playlist, you can preview the playlist, reorder the media in the playlist, design the playlist, and copy the playlist's embed code.

To manage a playlist

NOTE: If you cannot manage a playlist, ask your MediaSpace administrator to give you the required permission.

1. Do one of the following:
   - Open your My Playlists page.
   - Click a media thumbnail or title. In the Add to Playlists tab under the media player, click **Manage Playlists**.
2. On your My Playlists page, select a playlist from the Show Playlist menu.
3. For the selected playlist, you can do the following:
   - Delete the playlist.
   - Reorder the videos in the playlist.
   - Remove videos from the playlist.
   - Copy the playlist's embed code to paste it on a web site.
   - Select the layout and color of the playlist.



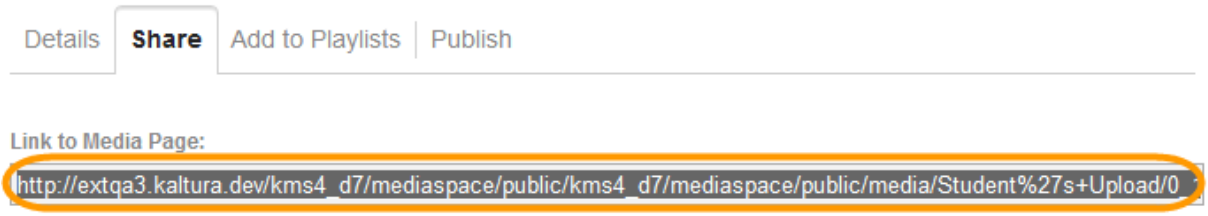
Sharing Media

You can share a media item by:

- Linking to a media page
- Embedding a media item

To share a link to a media page

1. Click a media thumbnail or title.
2. In the Share tab under the media player, copy the media page link.



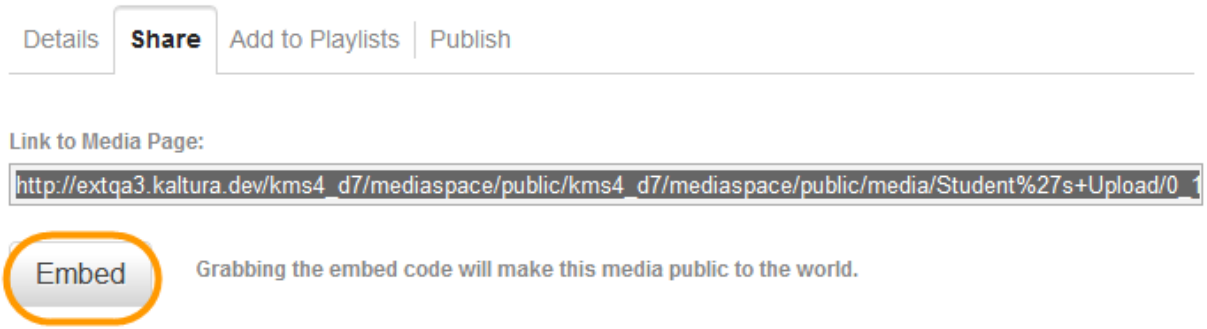
3. Paste the link to share the media page.

NOTE: If the media is restricted, only authorized users can access the shared media page.

To embed a media item

NOTE: If the Embed button is not displayed, ask your MediaSpace administrator to give you the required permission.

1. Click a media thumbnail or title.
2. In the Share tab under the media player, click **Embed**.



The embed code and related options are displayed.

3. Select one embed type:
   - HTML
   - (If enabled) oEmbed
4. For HTML:
   a. Select a player skin.
   b. Select a player size.
5. Copy the embed code.
6. On the web site where you want to share the media, paste the embed code.

Disabling and Closing Comments

For each of your media items, you can:

- Disable the comment feature.
- Prevent additional comments.

To disable comments on a media item

1. Do one of the following on your My Media page:
   - Hover over the right side of a media entry to display the Edit button and click **Edit**.
   - Click the thumbnail or title of a media entry to open the media page.

     In the media page's Details tab, click **Edit**.
2. Open the Options tab and select the **Disable comments for this media** checkbox.

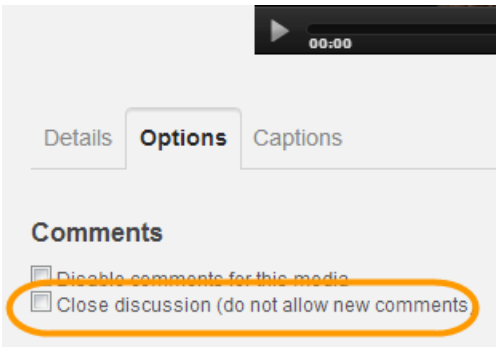
The Comments tab is not displayed on the media page.

NOTE: Comments that were entered before you disable the comment feature are re-displayed if you re-enable comments.

To prevent additional comments on a media item

1. Do one of the following on your My Media page:
   - Hover over the right side of a media entry to display the Edit button and click **Edit**.
   - Click the thumbnail or title of a media entry to open the media page.

     In the media page's Details tab, click **Edit**.
2. Open the Options tab and select the **Close discussion** checkbox.



On the Comments tab of the media page, *Comments closed* is displayed and the Add a Comment field is not displayed.

SECTION 8

Creating and Managing a Channel

NOTE: If you cannot create and manage channels, ask your MediaSpace administrator to give you the required permission.

For an overview of channels, see Understanding Galleries and Channels.

You can do the following:

- Create a channel.
- Manage a channel.

Creating a Channel

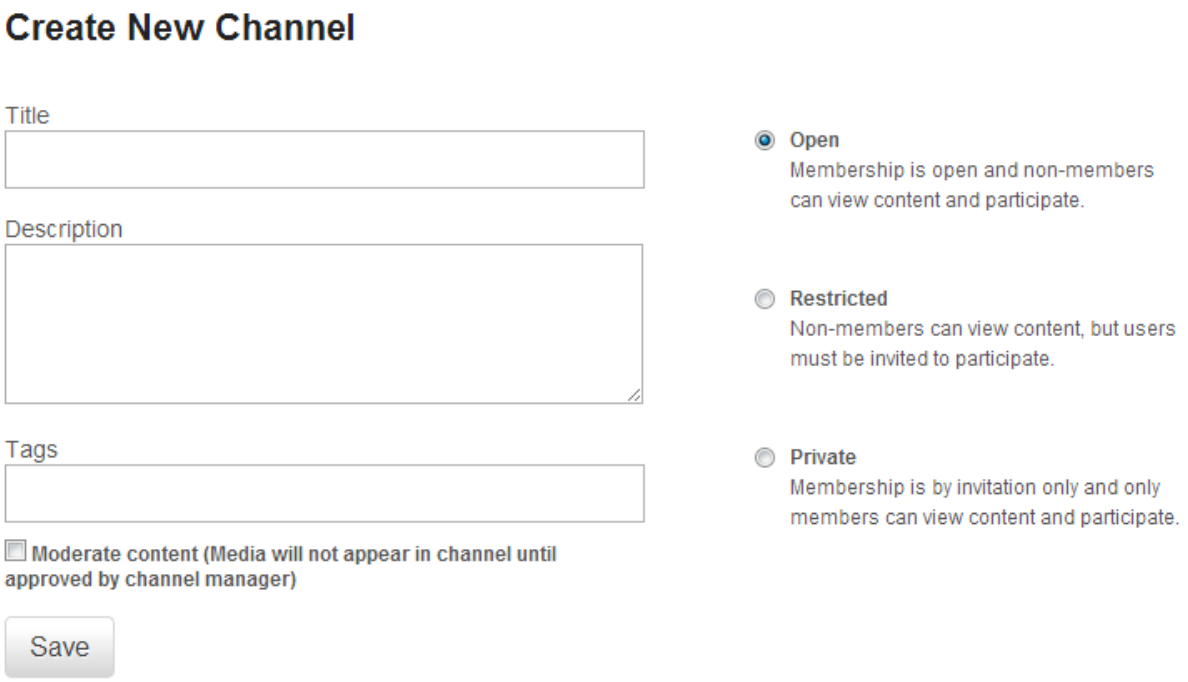
To create a channel

1. On the Channels page or your My Channels page, click **Create Channel**.
2. On the Create New Channel page:
   a. Enter values for:
      - Title – Enter the channel name to display on the Channels page.
      - Description – Enter a summary of the channel content to display on the Channel>Settings page.
      - Tags – Enter a descriptive tag to use in searches.
   b. (Optional) Select a channel topic to assign to the channel. When a user clicks a topic on the Channels page, channels associated with the topic are displayed.
   c. (Optional) To require a channel manager's approval before media is displayed in the channel, select the **Moderate content** checkbox.
   d. (Optional) To display user comments on media items in the channel, select the **Enable comments in Channels** checkbox.

NOTE: If comments are enabled for a media item, the comments are displayed when the media item is accessed through a channel only when the *Enable comments in Channels* checkbox is selected. To completely disable comments for a media item, see Disabling and Closing Comments.

   e. Select the kind of access that users have:
      - **Open** – All authenticated users can access the channel and contribute content.
      - **Restricted** – All users can access the channel, but only specific users can contribute content.
      - **Private** – Only specific users can access the channel and contribute content.

f. Click **Save** to create a new channel.

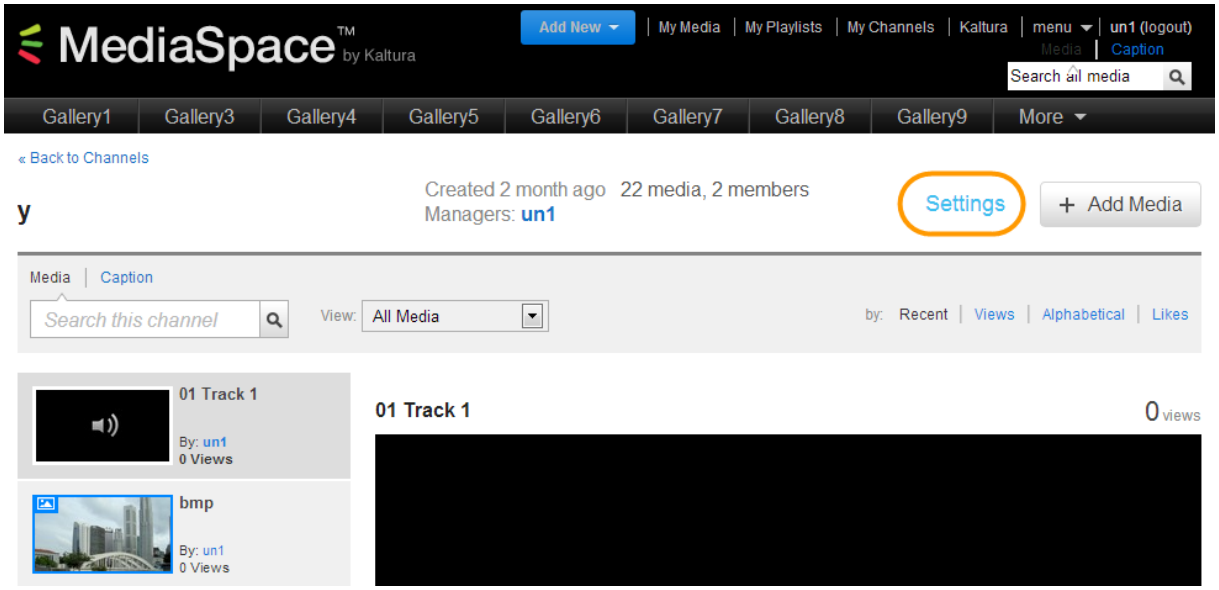

Create New Channel
Title
Description
Tags
Moderate content (Media will not appear in channel until approved by channel manager)
Save
Open
Membership is open and non-members can view content and participate.
Restricted
Non-members can view content, but users must be invited to participate.
Private
Membership is by invitation only and only members can view content and participate.

You can access the new channel from your My Channels page.

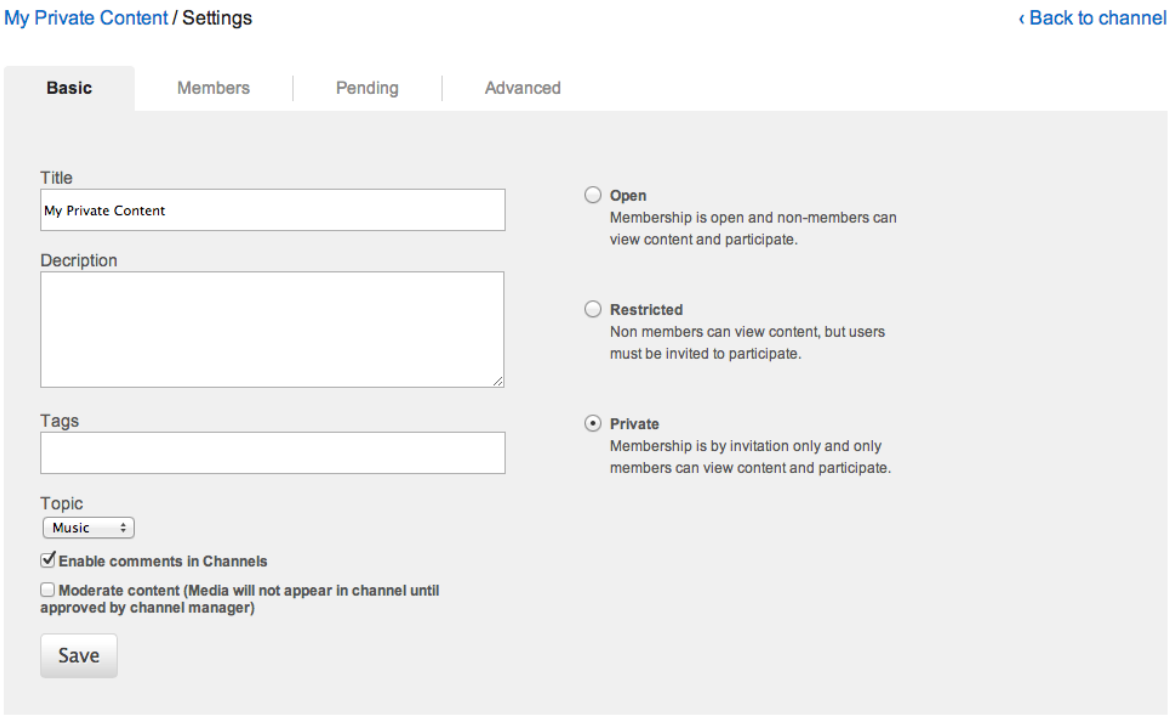
Managing a Channel

To manage a channel

On the Channels page or your My Channels page, click a channel to open the channel page, and then click **Settings**.



The Settings page opens.



On the Settings page, you can:

Action	Tab	Notes
Modify the channel definition.	Basic	For field details, see To create a channel.
Moderate channel content.	Pending	Applies when a channel manager's approval is required before media is displayed
Add members to a channel.	Members	Applies to restricted or private channels
Modify a channel member's permission.	Members	Applies to view, add, moderate, and manage permissions
Update a channel thumbnail.	Advanced	Applies to a channel manager who wants to display new media in a channel thumbnail
Delete a channel.	Advanced	

Moderating Channel Content

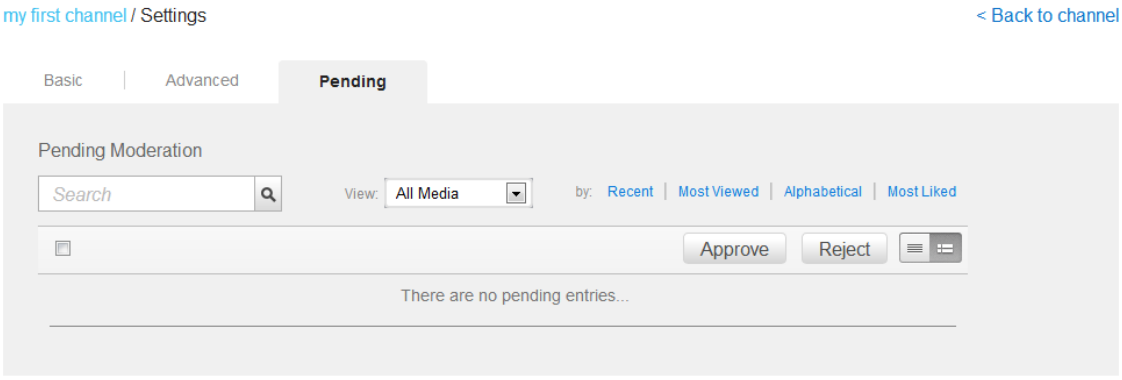
Channel managers and moderators approve or reject content when a channel manager's approval is required before media is displayed.

To require content moderation, modify the channel definition on the Basic tab of the channel's Settings page. For field details, see To create a channel.

To moderate channel content

1. On the Channels page or your My Channels page, click a channel to open the channel page, and then click **Settings**.

2. On the Pending tab, click a media thumbnail to review pending content.



The media page opens. To view the content, click **Play** in the media player.

3. On the Pending tab of the channel Settings page, select one or more media and do one of the following:
   - Click **Approve**.

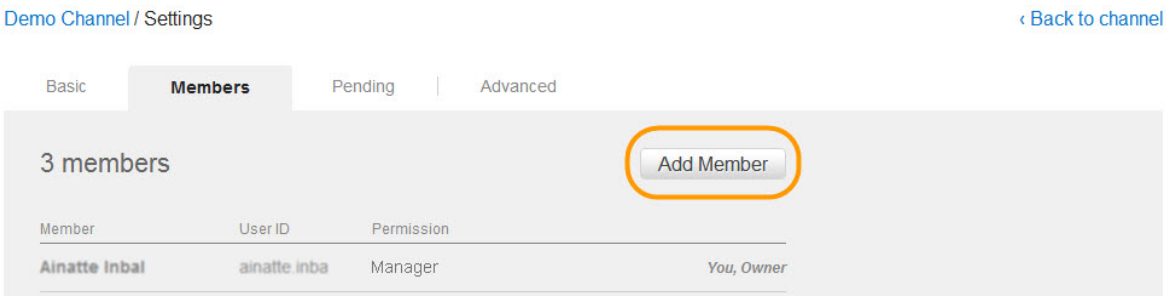
     Approved content is displayed on the channel page.
   - Click **Reject**.

Editing Channel Users

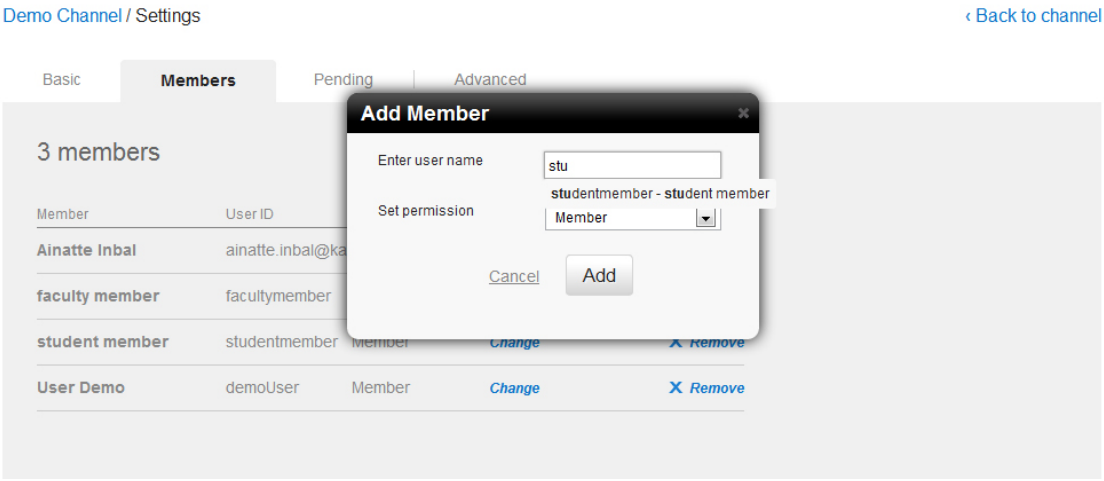
To add members to a channel

NOTE: Adding members applies only to channels that are restricted or private.

1. On the Channels page or your My Channels page, click a channel to open the channel page, and then click **Settings**.
2. On the Members tab, click **Add Members**.



3. In the Add Member window under Enter user name, start typing a user name to display user names, and select a member to add.



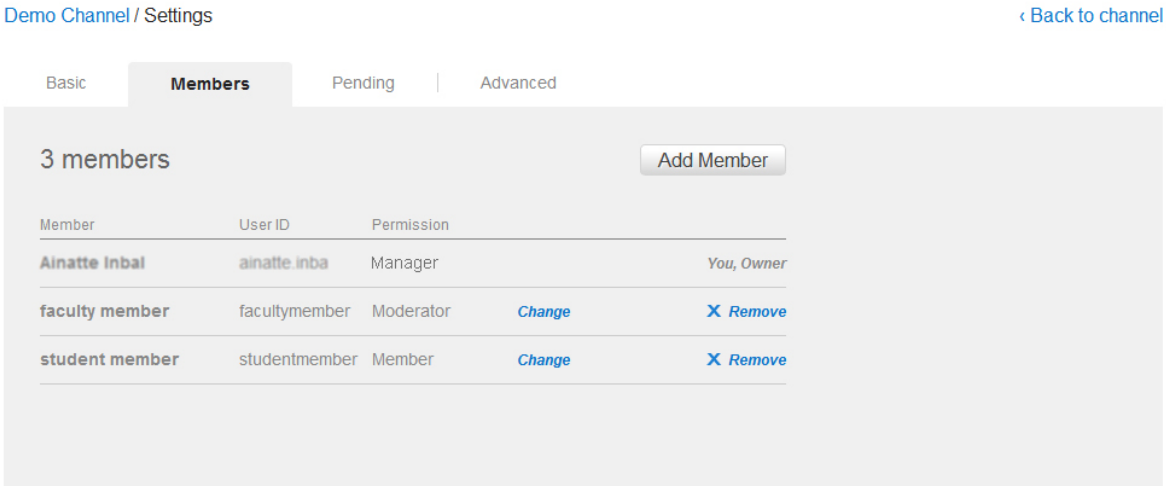
4. In the Add Member window under Set permission, select the member's permission.

Permission	Allows a user to…
Member	View channel content only.
Contributor	View channel content and add media to the channel.
Moderator	View channel content, add media to the channel, and moderate channel content.
Manager	View channel content, add media to the channel, moderate channel content, and manage the channel (delegate managerial rights to additional users).

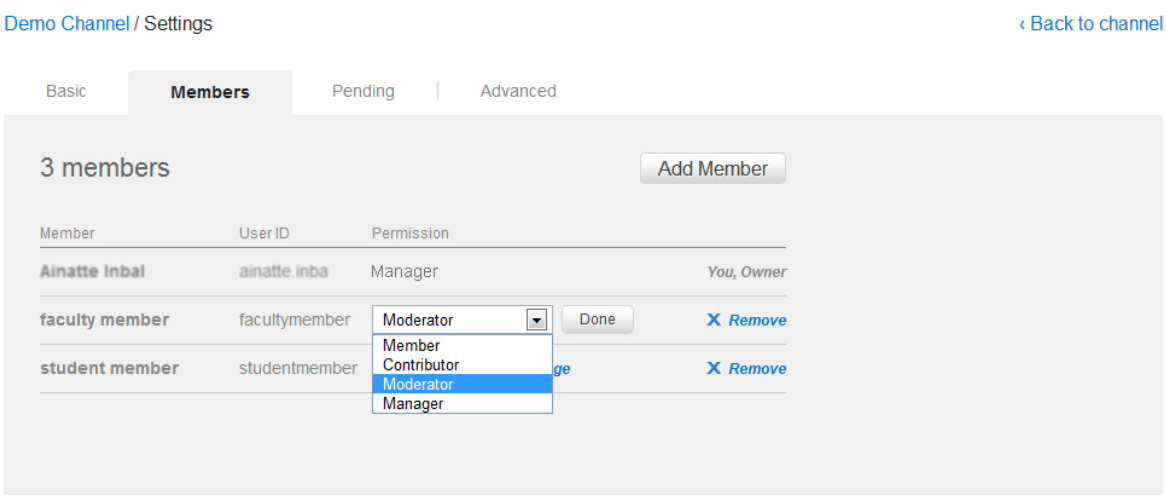
5. In the Add Member window, click **Add** to add the selected member with the specified permission.

To modify a channel member's permission

1. On the Channels page or your My Channels page, click a channel to open the channel page, and then click **Settings**.
2. On the Members tab, next to a member's Permission column click **Change**.



3. In the Permission column, select a new permission.



Permission	Allows a user to…
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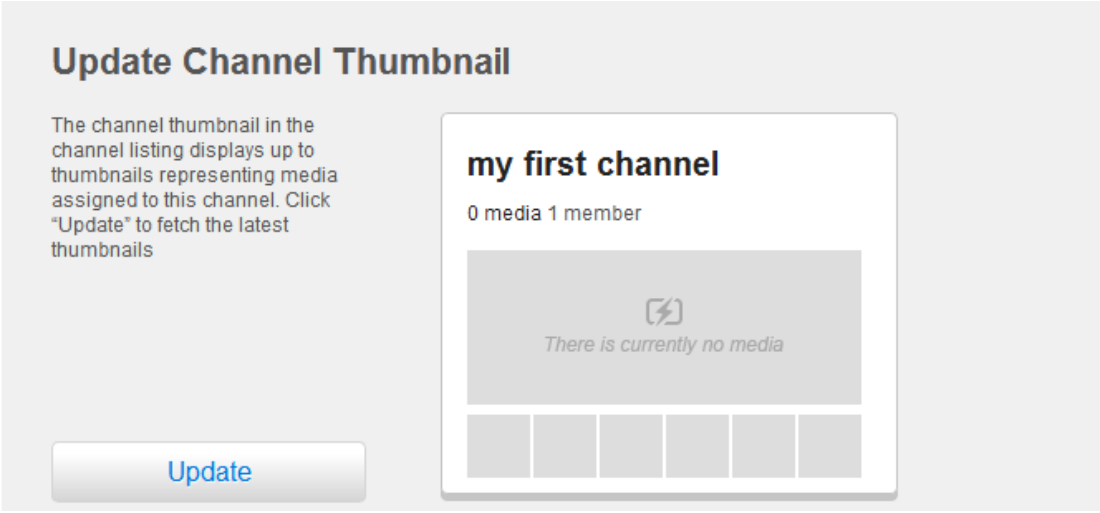
4. Click **Done** to apply the modified permission to the member.

Updating a Channel Thumbnail

A channel thumbnail displays the thumbnails of the media items that are initially added to the channel. Thumbnails of new media added subsequently to the channel are not automatically displayed in the channel thumbnail. To display new media thumbnails in the channel thumbnail, the channel manager manually updates the channel thumbnail.

To update a channel thumbnail

1. Open a channel page that you manage, and then click **Settings**.
2. On the Advanced tab under Update Channel Thumbnail, click **Update**.


Update Channel Thumbnail
The channel thumbnail in the channel listing displays up to thumbnails representing media assigned to this channel. Click "Update" to fetch the latest thumbnails
Update
my first channel
0 media 1 member
There is currently no media

The new channel thumbnail is displayed.

Deleting a Channel

NOTE: Deleting a channel does not delete the media from MediaSpace.

To delete a channel

1. On the Channels page or your My Channels page, click a channel to open the channel page, and then click **Settings**.
2. On the Advanced tab, click **Delete Channel**.
3. Click **Yes** to confirm the deletion.